DOCUMENT RESUME

ED 363 352 IR 054 706

TITLE Long Range Plan for Statewide Library Development in Texas: 1994-1997.

INSTITUTION Texas State Library, Austin. Dept. of Library Development.

PUB DATE Sep 93

NOTE 255p.; For the 1990-93 plan, see ED 326 243.

PUB TYPE Reports - Descriptive (141) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC11 Plus Postage.

DESCRIPTORS Cost Estimates; Financial Support; Interlibrary Loans; Librarians; Library Automation; Library Cooperation; *Library Development; *Library Planning; Library Services; Library Standards; *Long Range Planning; Resource Allocation; Rural Areas; Shared Library Resources; *State Libraries; *Statewide Planning; Training; User Needs (Information)

IDENTIFIERS *Texas

ABSTRACT

The long range plan provides for the orderly establishment and expansion of programs needed to carry out the objectives of the Texas State Library. The following five major development goals were identified for the 1994-1997 period: (1) improve library services and increase library resources through financial support; (2) make materials and information more easily available to patrons by encouraging sharing of library resources; (3) extend library service into unserved rural areas; (4) provide needed training and information for librarians and administrators; and (5) enhance services to persons with special needs. The first four sections give an overview of the development program, providing an assessment of the current situation of libraries in Texas and defining the goals and objectives for improving library services. Cost estimates are given for raising the current level of services to meet standards. The appendixes following the fourth section provide more detailed information, including an automation and resource sharing plan, library automation standards, and general guidelines for reciprocal borrowing. Seven other appendixes deal with evaluation and allocation of funds. Five tables and 59 figures illustrate the description of the plan. (Contains 7 references.) (SLD)

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TEXAS STATE LIBRARY CATALOGING IN
PUBLICATION DATA

The long range plan for statewide library development in Texas. -- 1984-1986- .-- Austin, Tex. : Systems Development, Texas State Library, [1983-
v. : 28 cm.
Annual.
Some v. superseded by revisions.
Vols. for 1986-1988- issued by Library Development Division, Texas State Library.
Each issue covers: three fiscal years, 1984-1986-1989-1991; four fiscal years, 1990-1993-

1. Federal aid to libraries--Texas. 2. Libraries--Texas. 3. Library planning--Texas. I. Texas State Library. Systems Development. II. Texas State Library. Library Development Division.

027.4764 AACR2
OCLC #15344581

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PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1994-1997 is the result of many hours of discussion and planning on the part of many individuals, including Texas State Library staff and librarians and lay persons throughout Texas. The first four chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, need for those services is established, and cost estimates are given to raise current levels of service to standards. The appendices following Chapter 4 provide more detailed information about the Library Development program. These include an Automation and Resource Sharing Plan (Appendix A), Project Leadership Library Automation Standards (Appendix A1), and General Guidelines for Reciprocal Borrowing (Appendix A3).

The Long Range Plan goals and objectives are fully consistent with the Biennial Budget Estimates for 1994-1995 submitted to the Legislative Budget Board of the Texas Legislature in October, 1992.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the Long Range Plan.

LONG-RANGE PLAN SUMMARY

INTRODUCTION

Under the Library Services and Construction Act (LSCA) and the Library Systems Act (LSA), this Agency has a responsibility to establish, extend, and improve library service in all areas of the state; to assist in providing literacy programs, intergenerational library programs, drug abuse programs, and programs for child-care centers and child-care providers; to establish, extend, and improve services to individuals who, by reason of residence, handicap, age, literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public; to create community information and referral centers; to ensure that endangered library resources are preserved; to apply the benefits of technology to library administration and services; to promote the construction, renovation, and technological enhancement of physical facilities; to consult, teach, plan, collect data and report on the condition of Texas public libraries; to encourage networking, cooperation, and resource sharing; to plan for library development, and administer statewide systems; and to strengthen the State Library.

The Long Range Plan provides for the orderly establishment and expansion of programs needed to carry out the above objectives. After approval by the Library Services and Construction Act Advisory Council, the plan will be further reviewed by the State Librarian before being sent to the State Library and Archives Commission, which by law oversees all of the programs of the Texas State Library.

Five major development goals have been identified for 1994-1997.

GOAL 1. Improve library service and increase library resources through financial support.

GOAL 2. Make material and information more easily available to patrons by encouraging libraries to share resources.

GOAL 3. Extend library service into unserved areas.

GOAL 4. Provide needed training and information for librarians and those in positions of responsibility.

GOAL 5. Enhance service to persons with special needs.

ROLE OF THE STATE LIBRARY

To help meet these goals, the State Library, through the Library Development Division, offers direct services and administers grant programs.

Direct services include providing consulting services, giving continuing education workshops, operating a library science collection, and encouraging reading through the Texas Reading Club.

Grants are awarded for a variety of programs:

Texas Library Systems. Grants are awarded to the 10 Major Resource Center libraries to purchase library materials and audiovisual equipment, train staff, loan films, offer consulting services, loan rotating and extension collections, assist with literacy programs, support technological development, and provide data processing services for public libraries within the region.

Texas State Library Communications Network. Grants go to the ten largest public libraries and to 30 college libraries to fill material requests submitted by public, academic, and special library patrons.

Public Library Construction and Technology Enhancement. In years in which Congress appropriates funds for this purpose, grants are awarded to public libraries for new construction, expansion, renovation, and technology enhancement.

Major Urban Resource Libraries. Funds are granted to public libraries in cities over 100,000 population to assist them in serving persons outside of their tax-supporting area. Services include reference, on-site use of the collection, and circulation of materials to non-residents.

Establishment of Libraries. Counties without a public library may apply for assistance in establishing public library service.

State Institutional Support. State hospitals, schools, homes, and detention centers are awarded allotments of funds for the purchase of library material.

Services to Disadvantaged Populations. Funds are awarded to public libraries offering library services to meet the special needs of those who are socially, culturally, or economically disadvantaged.

Multitype Library Cooperation. Funds are awarded to further cooperation and coordination among public, academic, school, and special libraries. Projects must include at least two types of libraries. This program is contingent on the level of state and federal funding.

Project Partners. Matching grants are given to public library groups to assist them in purchasing a shared automated library system or in linking separate, stand-alone systems for the purpose of encouraging resource sharing among nearby libraries. This program is contingent on the level of state and federal funding.

SOURCE OF FUNDS

The Library Development Division uses both state and federal funds to carry out its mission. In SFY 1993, fifty-seven percent of the Division's $12,763,358 budget consists of federal funds. Of that amount, 0.9 percent is spent on indirect costs, 3.0 percent is spent on administration, 3.5 percent is spent on direct services, and the remaining 92.6 percent is spent on grant programs.

TEXAS COMPARED TO OTHER STATES

Texas libraries entered the 1990's much behind libraries in surrounding states and below national averages in important aspects of library service and support. Therefore, despite the growth in funding and services over the past decade, the need for library development in Texas continues to exist. Comparative data

shows that in 1990 Texas public libraries spent $8.27 per capita, while libraries in Oklahoma spent over $11.00, libraries in Louisiana over $12.00, and libraries in Arizona over $14.00 per capita. The national average was $16.28 per capita. Figures for state aid to public libraries tell a similar story. In 1990 Texas appropriated $.31 per capita, Oklahoma $.54, North Dakota $.72, Arkansas $1.08, Mississippi $1.85, and West Virginia $3.11.

Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive system assistance. Population growth in urban areas has resulted in pressure for more facilities, staff, materials, and programs, while budget restraints greatly complicate the effort needed to meet rising expectations. The Texas Education Agency reports that as many as 2,000 public schools may still be without a library. Significant programs of cooperation among all types of libraries has only begun and is largely non-existent outside of major urban areas.

AUTOMATION AND RESOURCE SHARING PLAN

The Library Services and Construction Act requires each state to have a resource sharing plan. The topic of automation was added to reflect the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. The plan is composed of eight distinct concepts working together to form a statewide automation and resource sharing program. As part of the plan the State Library, in cooperation with the library community, has adopted standards for automation and resource sharing projects funded with state and federal funds, offers a matching grant program for public library groups seeking to purchase or link automated systems for the purpose of resource sharing, and administers an interlibrary cooperation grant program which emphasizes resource sharing. Grants for automation projects are contingent on the level of state and federal funding. The plan may be found in Appendix A.

FIVE MAJOR GOALS

This section looks at the five major goals in greater detail. Each goal is broken down into more easily identifiable segments, justification for each segment is given in the form of a "need indicator," and a cost estimate is provided.

Need indicators identify library service areas which should be established or are below standard. In determining the extent of the need, we first establish a standard. The standard may be national (American Library Association), state (Texas Library Association) or where standards do not exist, they are administratively determined by the Library Development staff. Standards represent the best judgement of the library community and are intended to be practical, that is, within reach. Second, we analyze the current status of library service through the use of surveys, performance reports, and information gathered by other governmental agencies. Third, we compare the current status to the standard. The degree to which existing library service falls short of the standard represents "need". Fourth, cost estimates are determined by applying a current unit cost to the amount service falls short of standards. The resulting figure is a rough estimate of the additional funding needed to raise library service from the current level to established standards.

GOAL 1 Fund and support improved library services and increased library resources.

Under this goal the State Library will award grants to library systems for the purpose of increasing the number of persons served, for increasing library collection size and use, to answer a greater number of reference questions, and to inform the public of available library services. Major Urban Resource Libraries (MURL) will be partially compensated for the services they provide without charge to persons living outside of their tax-supporting area. Funds will also be awarded, when appropriated by Congress, for building new, or upgrading existing library physical facilities.

Administering state and federal funds and programs is the responsibility of Library Development Division. Strict accountability of programs and expenditures under this goal and all others is achieved by planning programs and budgets, by producing guidelines and rules for program administration, by overseeing the LSCA Grant application process, and by monitoring fiscal and program performance.

To prepare for a Sunset Review in 1994-1995 the State Library, with the assistance of the LSCA Advisory Council and the LSA Advisory Board, is in the process of evaluating the status of library development and services in Texas, identifying problems and opportunities, projecting needs, determining long-range goals, and identifying the administrative, statutory and funding changes needed to improve library service for all Texans.

NEED INDICATORS AND COSTS

Persons served. All Texans should be served by libraries which are full members of the Texas Library System. In SFY 1991, 195,671 patrons were served by non-system member libraries. At an estimated cost of $6.01 per patron served, $1,175,983 is needed for non-system member public libraries to reach the average level of support attained by system members.

Library materials. Five items (print and non-print material) per capita is the administrative standard set for collection resources. The state average is 3.02, with 6 systems falling below the average. To bring library resources up to standard 31,251,060 items should be purchased, which at an average cost of $18 per item will require $562,519,188.

Library use. Attendance at all system-supported showings of films, videos, and system sponsored programs should total one per capita. Attendance in 1992 totaled 5,505,382, leaving a gap of 10,092,208. At the statewide average of $.27 per viewer, $2,724,896 is needed to bring attendance up to standard.

Extension collection circulations. Circulations from system extension, rotating, and circuit collections should total 600,000 annually. Circulations actually totaled 161,642 in SFY 1992, leaving a gap of 438,358. At an average cost of $.75 per circulation, $328,769 is needed to bridge the gap.

Publicity material. The library system should have a strong public relations program which distributes 2,000,000 pieces of publicity each year. Actual performance was short by 679,535 pieces. At an estimated cost of $.25 per piece, $169,884 is needed to reach the administrative standard.

MURL services. Persons outside of the tax-supporting area of MURL libraries should have free access to MURL collections and services. Three million persons are expected to make on-site use of MURL facilities, receive reference assistance, and check out 750,000 items. Actual performance fell short in all three areas. At an average cost of $7.00 per reference question, $16,275,000 is needed to bring reference services from the current level up to standard, and at an average costs of $1.50 per volume circulated, $479,472 is needed to bring circulation services up to standard.

Physical facilities. Over 80 percent of public library facilities fall below standards. Over 13 million Texans, or 87 percent of the population served by libraries, do not have access to adequate library facilities. A total of 5.6 million square feet of floor space is needed to meet standards. Further, 118 public libraries, having 826,043 square feet, were built more than 50 years ago and are in need of replacement. At an average cost of $75 per square foot, excluding site acquisition, $482,049,750 is required for additional and replacement construction.

GOAL 2 Encourage libraries to share resources and information.

Sharing of collection holdings among libraries is one excellent way to improve delivery of materials and information to library users. The first step in sharing is to mark the location of library materials. This is done by entering data into bibliographic databases, which are directly or indirectly accessible to all system members, and by creating and distributing "union" lists of periodicals, journals and other specialized publications. The next step is to provide a mechanism to borrow materials and have reference questions answered. Free interlibrary loan service fills this need. The third step is to broaden the number and types of libraries participating in interlibrary loan by including academic, school, and special libraries, and to encourage the development of regional and local cooperative resource sharing projects.

NEED INDICATORS AND COSTS

Network interlibrary loans. The standard for requests filled through the network is one percent of total public library circulation. In SFY 1992 performance was 410,967 transactions short of the standard. At an average cost of $7.31 per filled request, $3,004,169 additional is needed to reach the standard.

Union listing. An administrative standard has been set to have 75 percent of all Texas OCLC members participate in the statewide union list of serials. An estimated $310,000 is needed to reach the standard of 129 libraries from the present 98 participants.

OCLC Group Access Capability (GAC). An administrative standard has been set to add the holdings of 50 percent of non-OCLC public libraries with collections over 50,000 to the OCLC GAC. An estimated $562,500 is needed to reach the standard.

Reciprocal borrowing. Libraries within a given geographic area should maintain reciprocal borrower's privileges, to enable any person within the area to freely use materials from any nearby library. There are 447 system member libraries in Texas; only 26 are known to have system-sponsored reciprocal borrowing agreements. At an average cost of $1.50 per net loan, an estimated $956,087 is needed to bring current levels of participation up to the standard of one percent of total system circulation.

Shared automated systems. An administrative standard has been set to have 50 percent of system members, or 224 libraries, participate in shared automated systems or link existing systems for the purpose of sharing resources. At $100,00 of matching funds per shared or linked system of four libraries, an estimated $4,800,000 is needed to reach the standard. This program is subject to availability of funds.

System resource sharing projects. All library systems should conduct projects to share resources and information between system headquarters and member libraries, e.g., reference referral and lateral interlibrary loan. Only four systems have such projects. At an average cost of $50,000 per system, $300,000 is needed to reach the standard.

Multitype library cooperation. Twenty-five percent of all Texas libraries should be participants in multitype cooperative organizations and activities. There is a gap of 1,638 libraries between the standard and the number actually participating. At an average cost of $15,000 per library, $24,570,000 additional is needed to attain the goal. This program is subject to availability of funds.

GOAL 3 To extend library service into unserved areas.

Over 1,263,612 Texans in 62 counties live in areas without library service. To correct this deficiency we have taken a two-pronged approach. The first is to encourage the establishment of public libraries in unserved counties; the second is to encourage library systems to provide service to unserved counties.

NEED INDICATORS AND COSTS

Serving the unserved. All Texans should have access to free public library service within reasonable driving distance. At the average system support of $10.18 per capita, $12,863,570 is needed to bring library service to the 77,060 who live in 12 counties without public libraries, and to the 1,186,552 who live in unserved areas of 50 other counties. Building construction costs are excluded from this figure.

Books-by-mail service. An administrative standard has been set to offer books-by-mail service to every citizen living in an area without library service. At an average cost of $7.50 per circulation, $9,469,545 is needed to raise the existing level of service to reach every citizen in the target group.

GOAL 4 To provide training and information on all aspects of library services to librarians and others.

A program of on-going education for librarians and staff is essential to assist those administering libraries and providing service to refresh their skills and add knowledge on new library topics to better serve the public. Both the State Library and library systems offer consultation services and continuing education workshops on such topics as collection development, services to the disadvantaged, services to children and young adults, automation, outreach, and staff training. The State Library also offers continuing education opportunities to systems staff.

The State Library operates a jobline service for librarians seeking new employment, and administers a collection of professional library science materials which are available on free loan.

NEED INDICATORS AND COSTS

Consulting hours. The State Library and the library systems should provide regular and frequent advisory and consulting services. An administrative standard has been set of 7,500 consulting hours for the State Library and of 25,000 consulting hours for the library systems. Actual performance fell short of these standards by 12,709 hours. At an average cost of $32.00 per hour, $406,688 is needed to bring the number of consulting hours up to standard.

Continuing education hours. The State Library and library systems should provide regular programs of in-service and continuing education for librarians and others. An administrative standard has been set for the State Library and the library systems to provide 40,000 continuing education student hours. At an average cost of $14.00 per hour, $221,102 is needed to reach the standard from the existing level of performance.

Informational materials distributed. Access to full, accurate, and timely information provides indispensable assistance to administrators, librarians, and others charged with making fundamental decisions of far-reaching impact. An administrative standard has been set to distribute and circulate 150,000 informational materials annually. At an average cost of $2.25, an estimated $179,489 is needed to reach the standard.

GOAL 5 To improve library service to persons with special needs.

Library systems and local libraries are encouraged to establish programs and projects to assist the disadvantaged, to strengthen libraries in state institutions, to improve services to children and young adults, to establish adult education and literacy programs, and to provide equal access to services for the handicapped.

NEED INDICATORS AND COSTS

State institutions. National library standards exist for adult and juvenile correctional institutions, and for institutions for the mentally retarded. Based on a 1989 survey conducted by the State Library, substandard conditions exist at every institution and in every area of library service. To focus on just two areas, $6,468,000 is needed to hire 231 staff members at $28,000 each, and $4,739,076 is needed to purchase 263,282 books at $18.00 each. Cost estimates for physical facilities, magazines, newspapers, audiovisual materials and equipment, and interlibrary loan and reference services are not available at this time.

Blind and physically handicapped persons served. The exact number of Texans who are blind or physically disabled is unknown. The Division for the Blind and Physically Handicapped estimates that 246,400 eligible Texans desire to receive library service. The actual number served is 26,208. At an average cost of $45.38 per patron, $9,992,313 is needed to reach those desiring service.

Texas Reading Club. Children are our future. It is difficult to think of a more fundamental skill needed by every child than the ability to read at a functional level, and through reading to gain the wisdom and knowledge needed for everyday living. The Texas State Library encourages reading by annually sponsoring a summer reading program, through which we hope to reach one out of every three children between the ages of 5 and 13. At an average cost of $0.15 per participant, an estimated $56,406 is needed to close the gap between current performance and the standard.

Literacy instruction. According to the 1990 U.S. Census, over 3 million adult Texans have not completed high school. In some parts of the state the high school dropout rate approaches 40 percent; the state average is one-third. The Texas Education Agency has estimated that over 2 million Texans are functionally illiterate. Today it takes an eighth grade reading level to read labels on some industrial cleaning products; by the year 2000, it is estimated that as many as 40 percent of new jobs will require more than a high school diploma. The cost of illiteracy to Texans is estimated by the Texas Department of Commerce to be over $17 billion each year. To help meet the need for a fully literate population, an administrative standard of 1,000,000 student literacy instruction hours has been set. In SFY 1992 literacy hours totalled 393,018, leaving a gap of 606,982. At an average cost of $.85 per hour, $515,935 is needed to begin addressing this pressing need.

COST SUMMARY

By using clearly defined, measurable standards, by comparing existing service with those standards to determine need, and by applying current unit costs to need we determine the additional funds needed to raise current levels of service up to standard. The total of all individual cost estimates is $1,145,137,822, which may seem prohibitively large. While these needs cannot be addressed completely in one or two years, many can be met with a sustained development effort over the next twenty years. Local governments in Texas spend $149,000,000 annually, with the state and federal governments together spending an additional $12,500,000 annually. These levels of support would have to be increased significantly for many years to address the library development needs described in this Long Range Plan.

Chapter 1

INTRODUCTION

PURPOSE OF PLAN

The Texas Long Range Plan for Library Development 1994-1997 has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 101-254 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct and technologically enhance public libraries;
- Establish, extend, and improve library service to individuals who, by reason of distance, residence, handicap, age, or literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public;
- Adapt public library services to meet particular needs of individuals;
- Provide assistance to libraries to serve as community information and referral centers;
- Assist libraries in providing literacy programs for adults and school dropouts;
- Establish intergenerational library programs;
- Provide mobile library services and programs to child-care providers or child-care centers;
- Establish and support model library literacy centers;
- Assist libraries to provide drug abuse programs;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Assist public libraries to make use of technology to improve library and information services;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Develop the technological capacity of libraries for interlibrary cooperation and resource sharing; and
- Ensure that endangered library and information resources are preserved systematically.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Adopt polices and rules to aid and encourage the development of and cooperation among all types of libraries, including public, academic, special, and other types of libraries;
- Certify county librarians, and supervise county public libraries by visiting, advising, and assisting;
- Advise on the establishment and management of public libraries; conduct library institutes; and encourage library associations;
- Accept, receive and administer federal funds made available to improve public libraries;
- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain and report on the condition of all Texas public libraries;
- Adopt a state plan for improving the services of and for constructing public libraries; and
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. However, some of the activities permitted under the Library Services and Construction Act are omitted from this document. While a need exists for activities dealing with intergenerational programs, library literacy centers, drug abuse prevention, community information and referral centers, and strengthening metropolitan public libraries which serve as national or regional resource centers, the relative importance of these programs compared to existing programs causes them to have a lower funding priority at this time.

DEVELOPMENT OF PLAN

The Long Range Plan has been developed in consultation with the United States Secretary of Education, as required by the Library Services and Construction Act (P.L. 101-254), Section 6(d). Planning for Statewide Library Development also involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

Major Resource Systems. The ten major resource systems engage in extensive planning efforts, the results of which are incorporated in the Long Range Plan. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic region within the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

Library Systems Act Advisory Board. The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

Library Services and Construction Act Advisory Council. The LSCA Council is comprised of 16 members, some of whom are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the Long Range Plan, the Annual Program, and the Basic State Plan for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

The State Librarian. The State Librarian is the executive and administrative officer of the Commission. As such, he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division which sees to the day-to-day administration of the plans for statewide library development.

The State Library and Archives Commission. The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1994-1997:

GOAL 1 To assist in financing and supporting improved library services and increased library resources in Texas.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

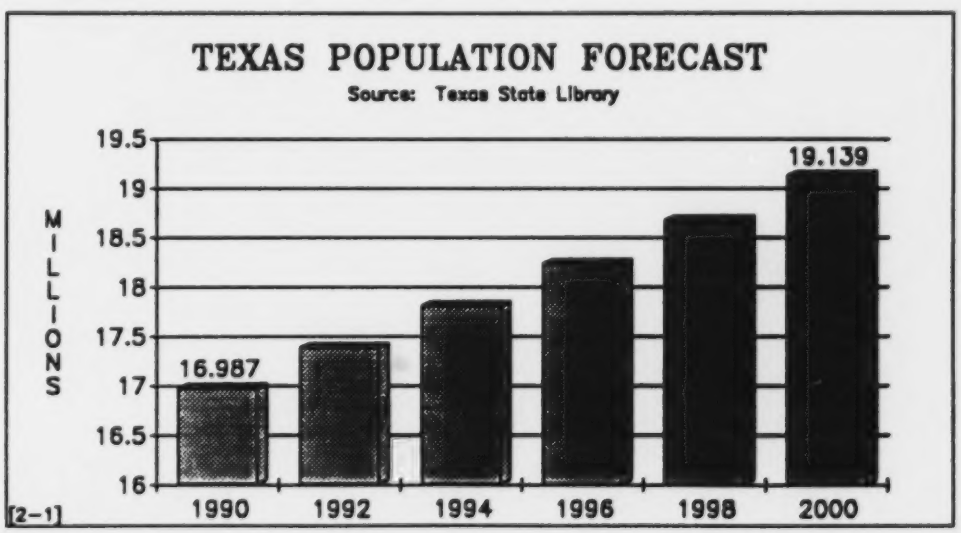
Chapter 2

LIBRARY DEVELOPMENT IN TEXAS

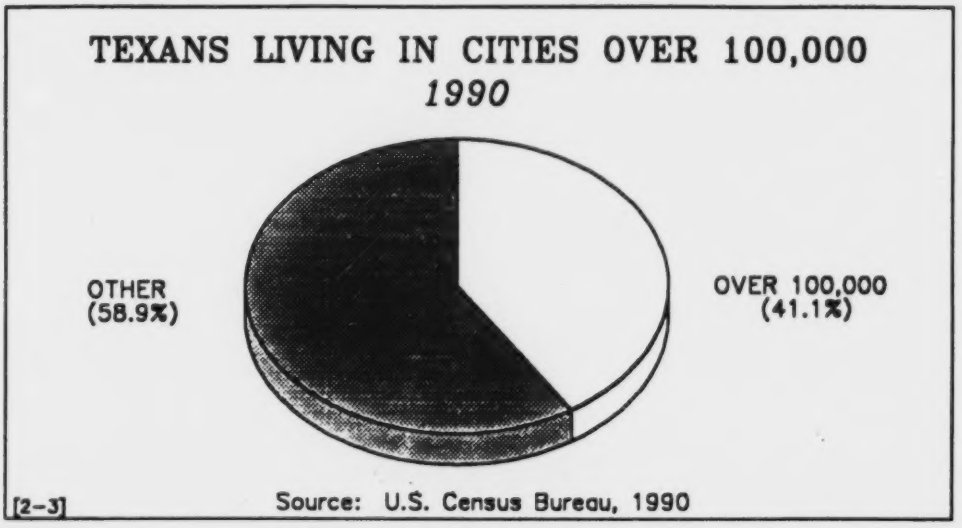
TEXAS AND TEXAS LIBRARIES

The general pattern of state growth and development characteristic of the past 3 years is expected to continue for the remainder of this decade. There will be a gradual increase in economic activity, a moderate increase in population, continued urbanization, and a change in population composition.

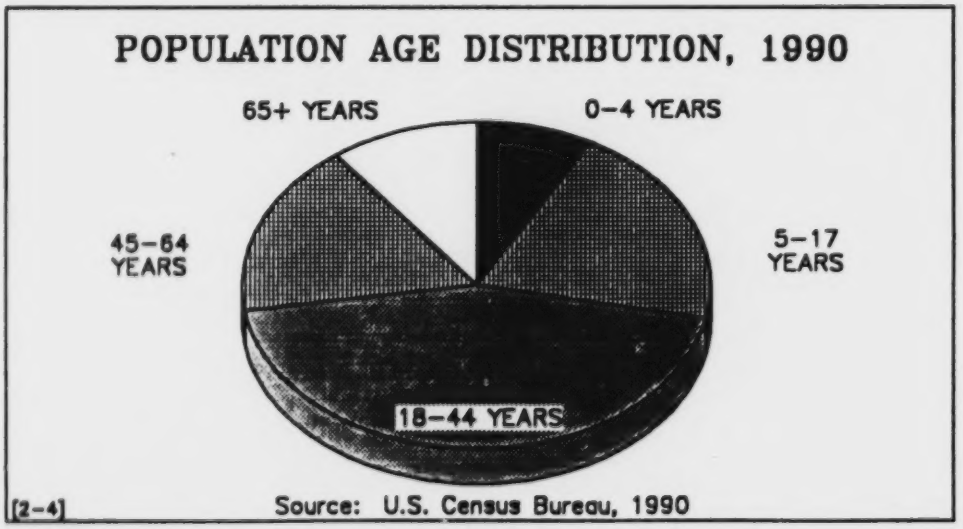
Texas continues to rank second in area and third in population among the 50 states. The U.S. Census Bureau places the 1990 Texas population at 16,986,510, an increase of 19.4 percent from 1980. However, most of that growth took place in the first five years, when dramatic oil price increases caused a temporary surge in the Texas economy which drew many new residents to the state. By 1987, during the depths of the state's economic distress, more people moved out of the state than moved in. Population increases during the last few years have been small; for example, the increase from 1989 to 1990 was approximately 90,000. As the Texas economy continues to recover from its dependence on petroleum, the state's annual population growth is expected to average about 1.2 percent per year, reaching 18,030,456 by 1995 and 19,138,561 by the year 2000. However, recent forecasts place the rate of growth at less than one percent (0.9). Although the rate may decline, Texas will probably become the second most populous state by the turn of the century.



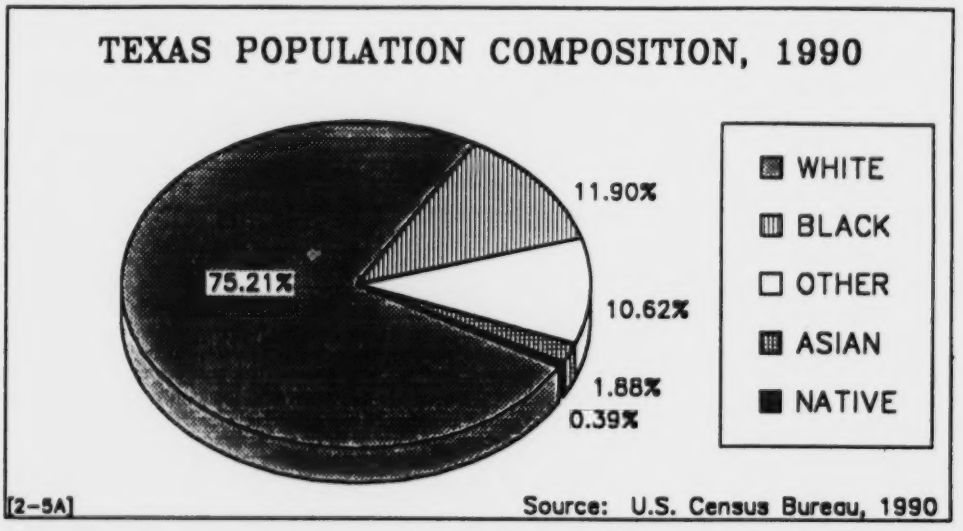
Urbanization is a significant trend that will continue. Texas has two of the top ten urban centers of a million residents or more, Dallas-Fort Worth and Houston-Galveston. Texas is also the only state with three cities among the ten largest in the country. According to the U.S. Census Bureau, five cities (Abilene, Brownsville, Mesquite, Odessa, and Plano) passed the 100,000 population mark between 1980 and 1990, bringing the total number of major urban areas to twenty-one. However, the decline in the Texas oil-based economy caused one of the cities, Odessa, to drop below the 100,000 figure, while the 1990 census surprisingly shows that another, Brownsville, lost population, further reducing the number to nineteen. Three cities, Brownsville, Grand Prairie and Wichita Falls, are within 4,000 of reaching the 100,000 population mark. Approximately 41 percent of all Texans live in one of the nineteen largest cities.

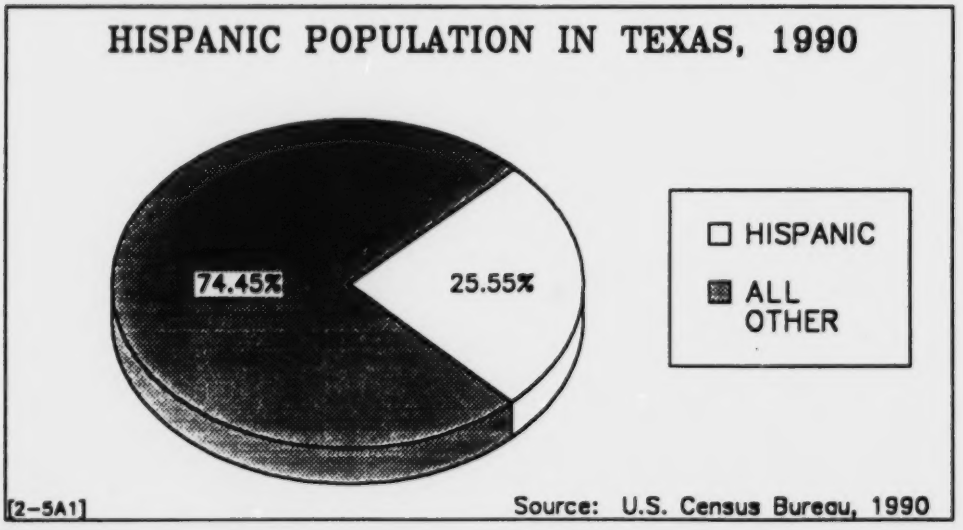


The age distribution of Texas residents, according to the 1990 U.S. Census, shows that the age group 18-44 comprises over 44 percent of all residents. The remainder are almost equally divided between those under 18 and those over 44 years of age. This distribution is expected to change, with a gradual aging of the overall population by the turn of the century. Compared to the rest of the nation, however, Texans will still be younger on average.



Minorities make up a greater portion of the state's population today than in 1980, having increased from 21.3 to 24.8 percent. The largest relative gain was made by Asians, who more than doubled from .85 to 1.88 percent. The portion of Blacks declined very slightly from 12 to 11.9 percent, although the total number increased. Hispanics, reported separately in the 1990 census because they may be of any race, increased from 20.9 to 25.5 percent. Six major cities in the state have Hispanic populations of over 50 percent. Minorities now make up a majority of Houston's population for the first time. If this trend continues as expected, by the year 2000 minority groups will constitute a majority of the population, with Hispanics expected to comprise as much as 30 percent. The drâmatic growth of minority populations since 1980 and their anticipated continuing increase must be carefully considered when developing library programs to meet present and future needs.



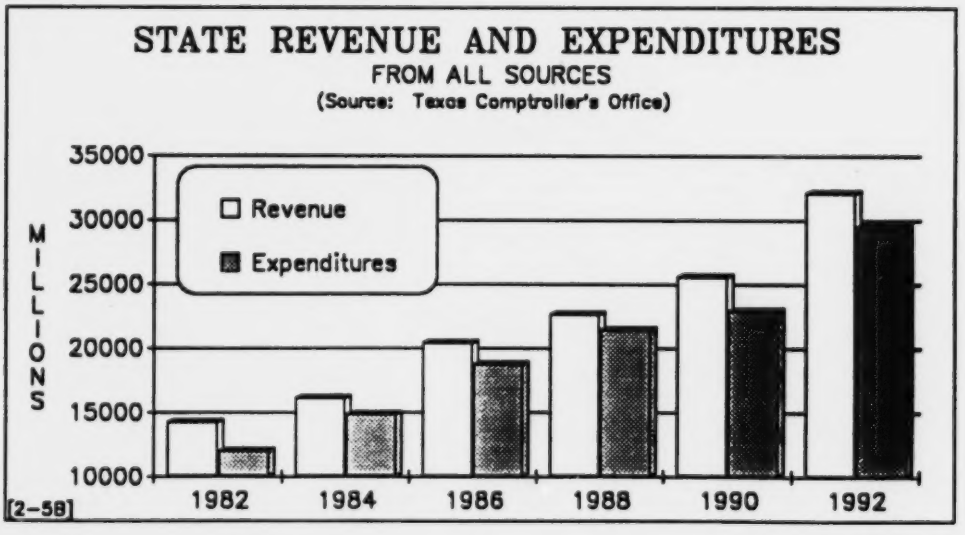


The Texas economy was once among the most robust in the nation, but an oversupply of oil resulting in a severe drop in price in the mid-1980's devastated the economy, much of which is dependent on a healthy petroleum and natural gas industry. Unemployment approached ten percent. Problems in agriculture, a decline in the value of the peso, and falling real estate prices also hurt areas of the state and retarded growth.

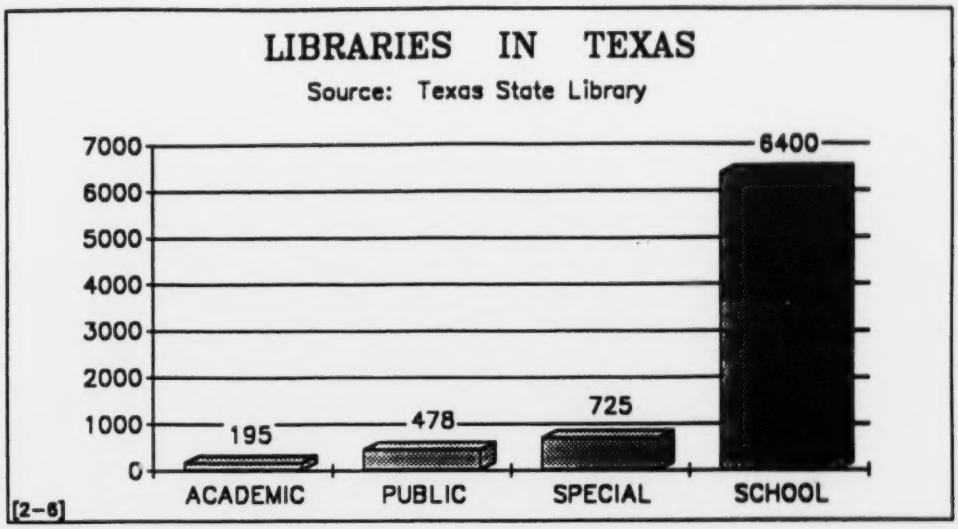
By 1987 recovery had begun. A strong demand for services and government served to stimulate the economy. Jobs lost during the recession were regained and employment reached record levels. Today about 15 percent of the economy depends on energy-related industries, compared to 27 percent in 1981. State finances are also less dependent on those industries. The Comptroller's Office reports: "Before the 1986-87 recession...every dollar change in the price of oil resulted in a $100 million change in state taxes. By the end of the downturn, this figure had fallen to $50 million." Since late 1989, the Texas economy has outpaced that of the United States, and has escaped the worst of the national recession.

The growth of the Texas economy continues. State revenue from all sources reached a record $32.7 billion in 1992, up 12.2 percent from the previous fiscal year; state expenditures from all funds reached $29.6 billion, up 14.4 percent from the previous year. Personal income reached $313.2 billion in 1992, up from $285.1 billion in 1990, and the gross state product reached an estimated $341.2 billion, up from $326.4 billion in 1990. "As of August 1992, Texas ranked first among all 50 states in absolute job growth." (Office of the Comptroller).

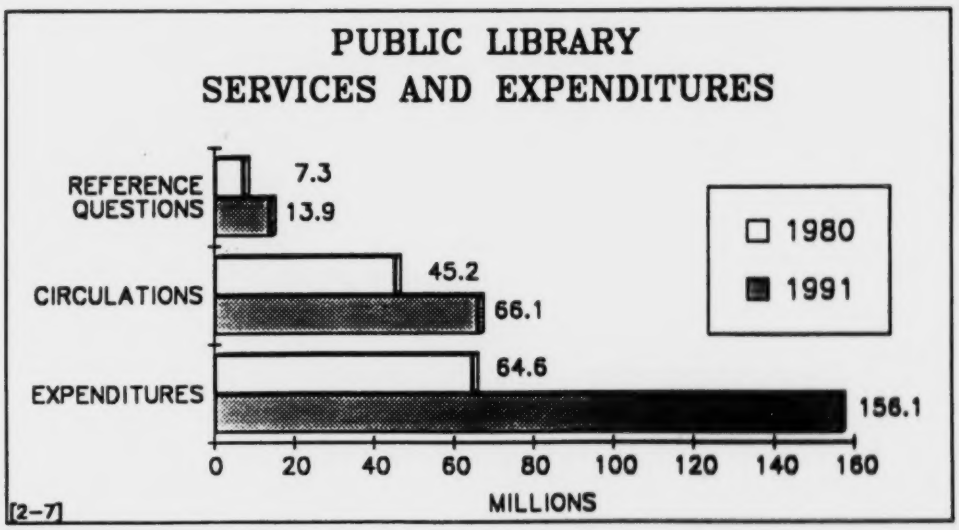
The long term trend is also favorable. Economists forecast continued movement away from dependence on petroleum and natural gas to a more sustainable and ultimately more healthy Texas economy based primarily on manufacturing and service industries. While in 1981 over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006 this proportion is expected to drop to under 6 percent. As the national economy strengthens, Texas is expected to benefit at or above the national rate in the areas of manufacturing and related industries and in residential construction.

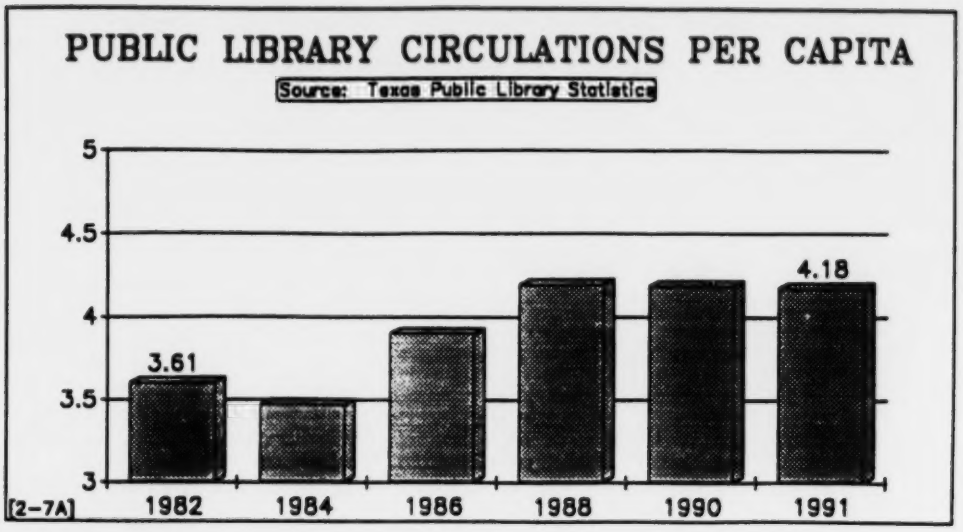


There is little doubt that Texas libraries will continue to share in the state's growth. As of 1992, the number of public libraries had risen to 478; academic libraries totaled approximately 195, special libraries, 725, and public school libraries, 6,400.

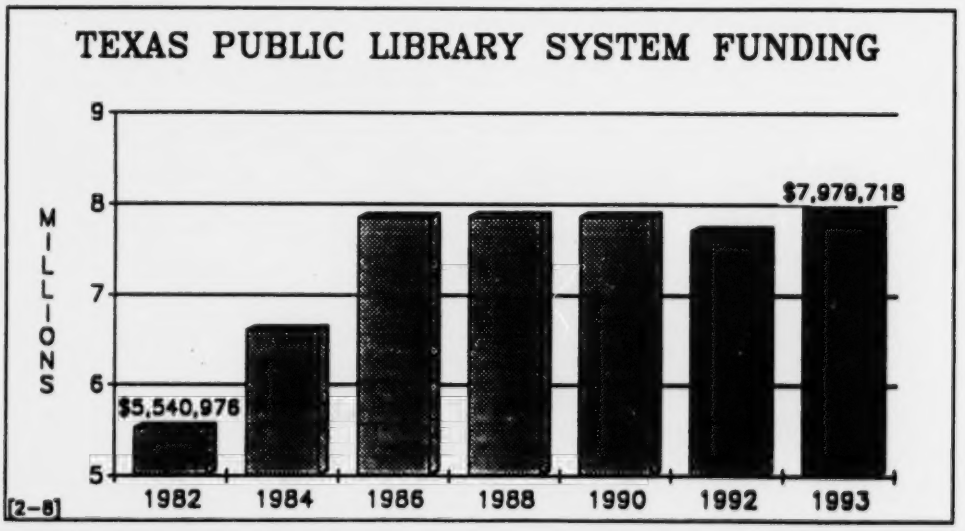


Between 1980 and 1991 total public library expenditures from local sources increased 142 percent to $156 million. Unfortunately, inflation absorbed much of this growth. An increase in services was also seen during these years. The number of reference questions increased by 90 percent, and circulation rose over 46 percent. The increase in total circulation cannot be attributed solely to population gains. Since 1982 circulation per capita has increased over 16 percent, which shows that patrons have raised their level of library use, and that collection development efforts are on target.



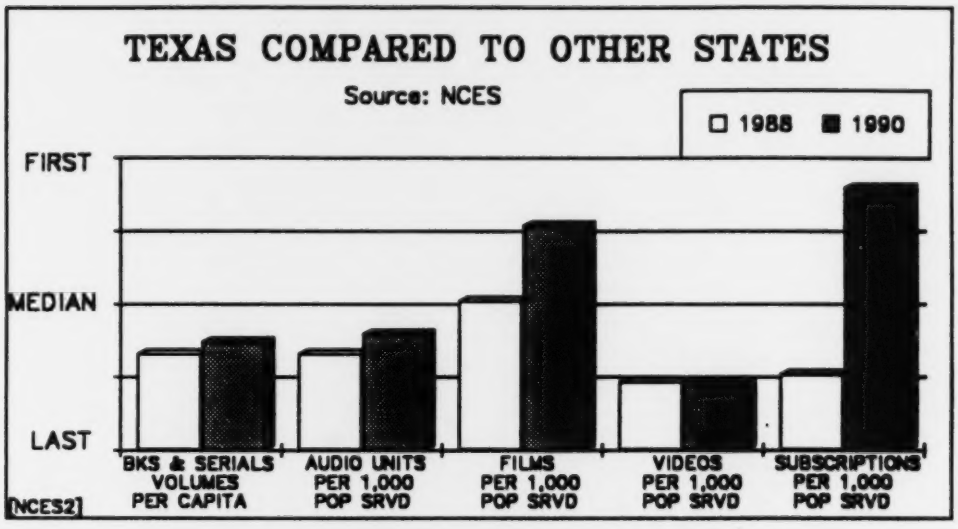


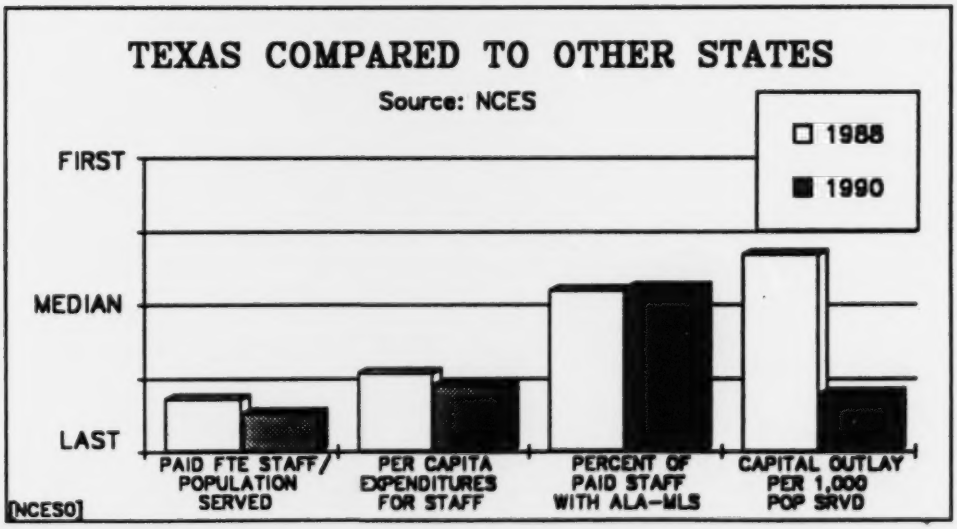
Support of public libraries through the Texas Library System program realized satisfying increases. Between SFY 1980 and 1992, system funding, comprised of state and federal funds, rose by over 100 percent. However, since 1986 the level of system funding has remained approximately the same.

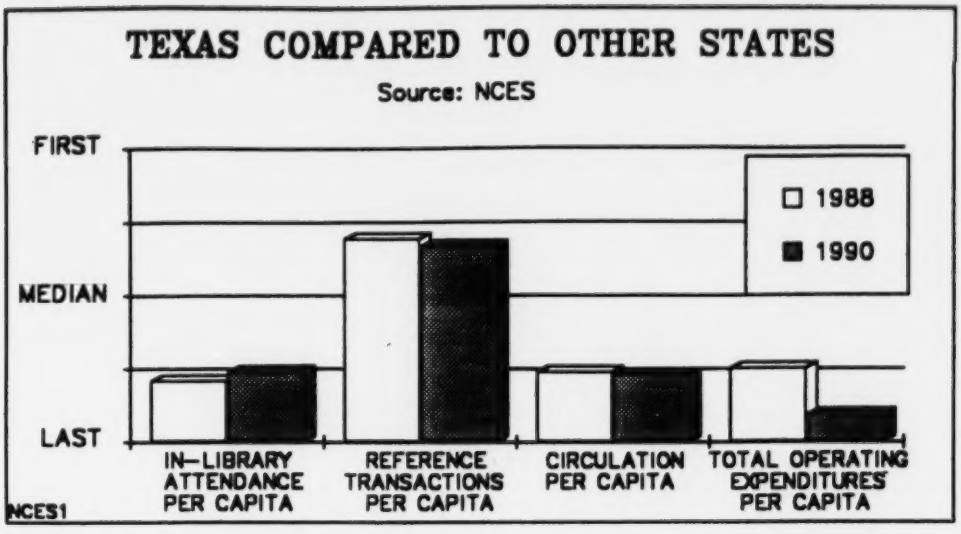


However gratifying the advances made, it is important to note that Texas public libraries ended the 1980's in an unenviable position compared to libraries in most other states. Therefore, despite the growth in funding and services experienced in the past decade, it is clear that a real need exists for continued library development in Texas in the coming years.

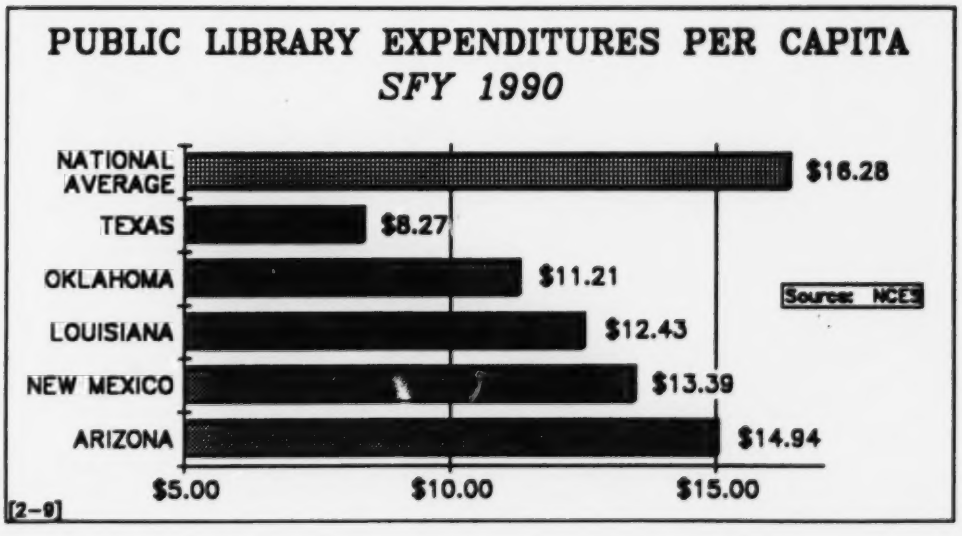
The below average status of Texas public libraries may be illustrated by comparing collection sizes, number of staff, capital outlay, and total operating expenditures in Texas with similar categories nationwide. On a per capita basis, Texas ranks close to the lower 25 percent of states in most of the important comparisons.

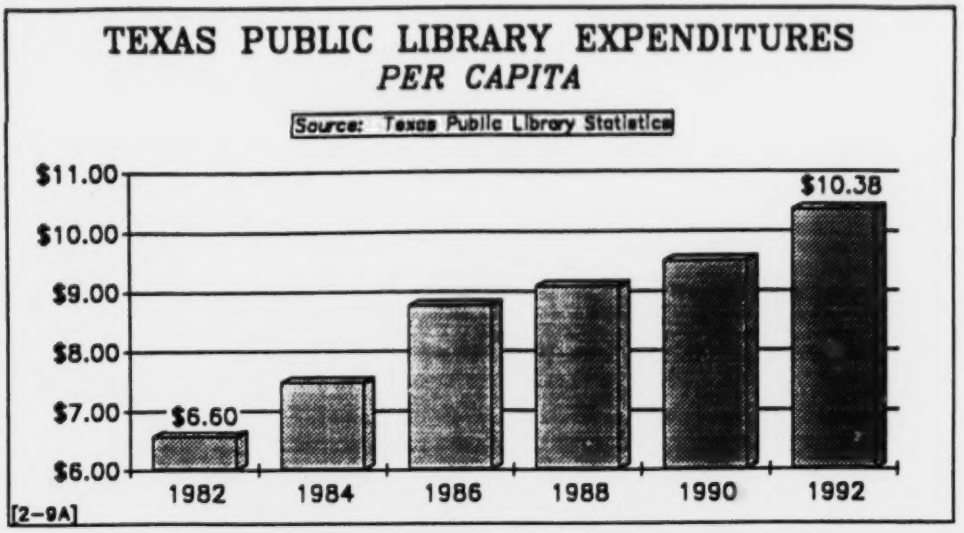




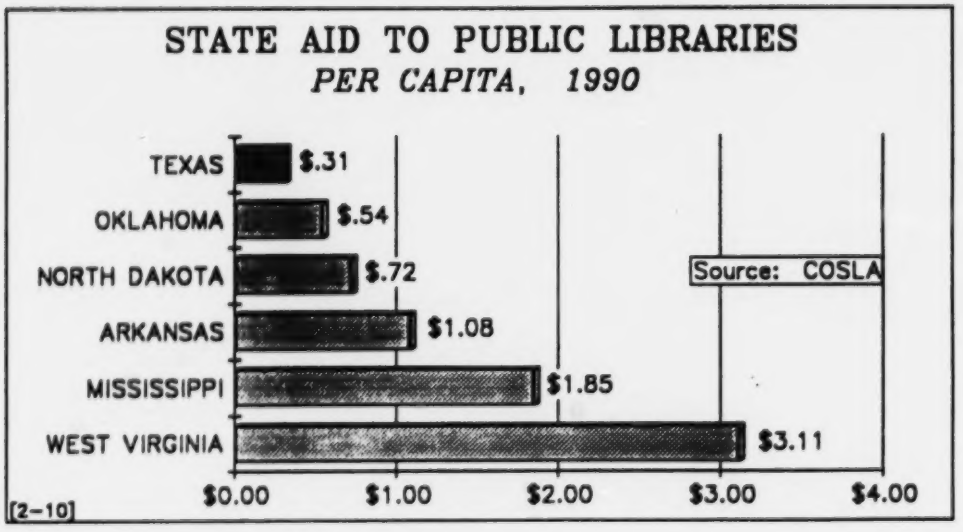


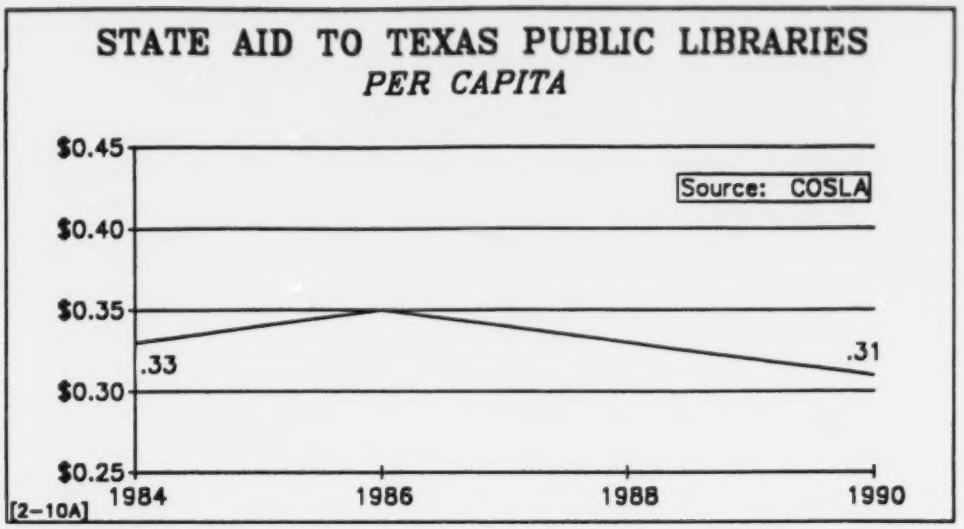
In 1990 Texas public libraries expended approximately $8.27 per capita for library services. This amount was significantly less than that spent in surrounding states, and fifty percent less than the national average. However gratifying the increase in per capita expenditures in Texas from 1982 to 1990, that increase would have to be applied every year until 1995 before Texas reached the national average of 1990.





Figures for state aid to Texas public libraries in 1990 tell a similar story. While the State of Texas appropriated approximately $.31 per capita to aid public libraries, states such as Oklahoma, Arkansas, Mississippi, North Dakota, and West Virginia were appropriating many times that amount. Although state government revenue has increased dramatically over the past ten years, per capita state aid to public libraries has remained relatively stable.





As Texas libraries move toward the mid-1990's, the need for continued growth and development remains. Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems. Continued population growth in urban areas has resulted in increased pressure for more facilities, staff, and materials to meet the demand for public and school library services. The Texas Education Agency reports that as many as 2,000 school campuses in Texas may be without a library. While the state's economy has recovered from its precipitous decline, public libraries and libraries in state colleges and universities continue to experience a funding crisis as they strive to meet ever increasing demands with proportionately decreasing resources. Significant programs of cooperation between all types of libraries in Texas has only begun and is largely non-existent outside of major urban areas.

The opportunity is present for Texas libraries to continue to develop in the immediate future. The transition predicted by economists from an energy-based economy to a service and manufacturing-based economy is well underway. Leading economic indicators are positive, personal income is up, and state revenue from all sources has increased every year, save one, since 1981. Applying successful strategies for revenue enhancement from sources already beset by conflicting demands, making good use of available resources, adjusting to changing population characteristics, and continuing to seek improvement and growth will provide the challenge for library development in this decade.

THE TEXAS STATE LIBRARY

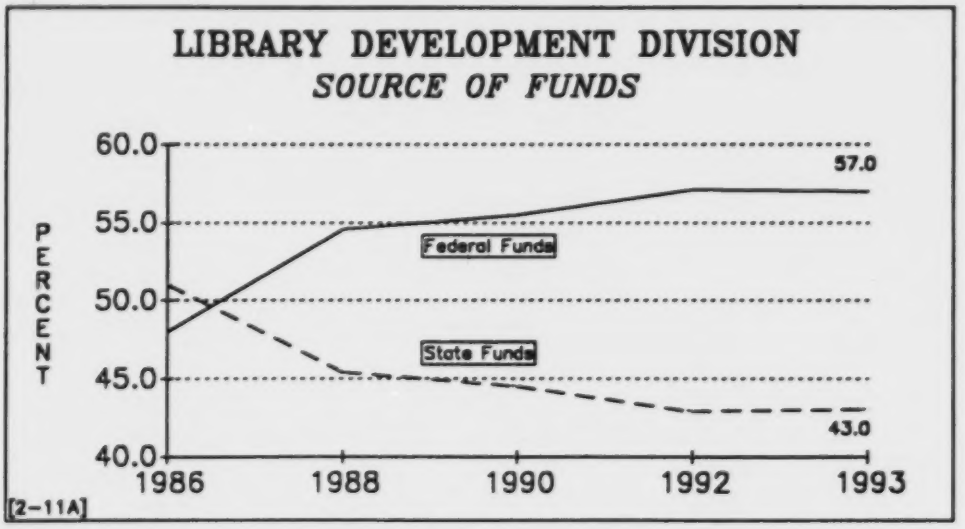
The Texas State Library is the agency of state government responsible for the continued development of library services in the state.

The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909, the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

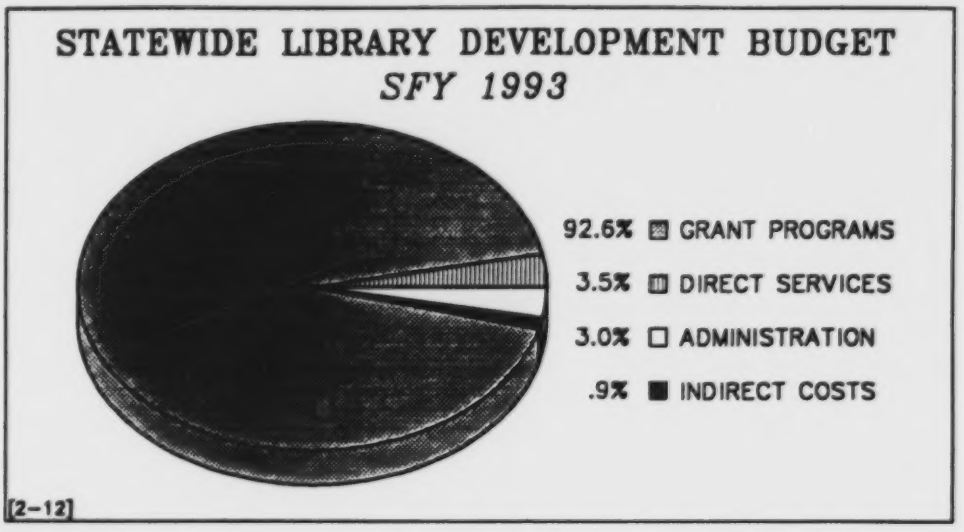
After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds available from this legislation. The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into five divisions plus Administrative Support Services and Automated Information Systems. Archives Division maintains and makes official records of Texas available for research. The Division for the Blind and Physically Handicapped is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. State and Local Records Management Division is charged with the responsibility of managing all public records for the state and the Regional Historical Resources Depository Program.

Library Development Division of the Texas State Library is responsible for administering programs to improve library services for all Texans. The division utilizes state funds appropriated by the Legislature and federal funds made available under the Library Services and Construction Act. Since 1987 Federal funds have comprised a growing percentage of the division's budget.



Library Development Division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by awarding grants to a variety of libraries throughout the state. In SFY 1993, grants made to public, academic, and other libraries, as well as to library consortia in the state, account for 92.6 percent of the division's budget, with direct services, administration, and indirect costs accounting for 3.5, 3, and .9 percent respectively.



Among the direct services which the Library Development Division offers to libraries and librarians in the state are the following:

- Consulting Services. Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division. Consultants have special skills in services to children and young adults; in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

- Continuing Education. Each year the State Library conducts workshops for librarians and trustees to gain or update their skills. Topics have included reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to Hispanics, using volunteers, and microcomputer applications. Every two years members of the Library System Advisory Council attend a conference sponsored by the State Library to acquaint them with the Texas Library System. Information on upcoming workshops and conferences is published in Library Developments, the division's newsletter.

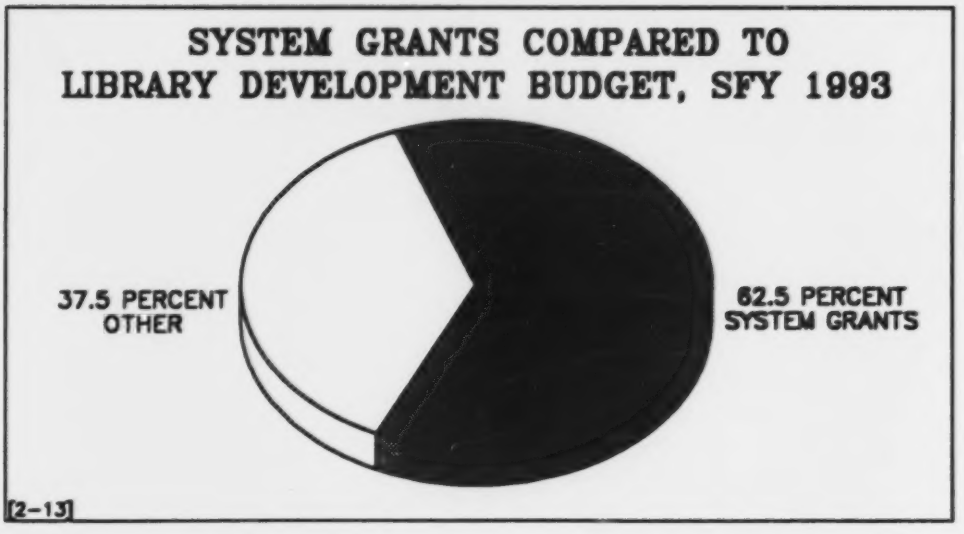
- Library Science Collection. Any Texas resident may call toll-free to request information or materials about libraries, library science, or information science from a collection of 5,000 books and periodicals, vertical file materials, audiocassettes and videocassettes. A microfiche catalog of holdings is distributed semi-annually to 50 libraries, and an annotated list of new additions to the collection is published every two months in Library Developments, the division's newsletter.

- Texas Reading Club. The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were TRAILBLAZERS-STARGAZERS, CREATURE FEATURES, THE SECRET CODE IS R-E-A-D, CAMP WANNA-READ, and DISCOVER THE NEW WORLD OF READING. More than 400,000 children participate in the program each year.

As was noted, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. Here are the current subgrant programs offered by the division:

- Texas Library System. In 1969, the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Each year the State Library awards grants to Major Resource Center libraries to provide these services. The grants may be utilized to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing support and equipment, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

  The Texas Library System program is by far the largest program administered by the division, accounting for 62.5 percent of the division's budget.



- TexNet. The interlibrary loan services provided by TexNet allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and approximately 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- Public Library Services for Disadvantaged Populations. Grants are awarded to public libraries developing services to meet the special needs of and to encourage library use by the socially, economically and culturally disadvantaged, including unemployed persons, children of migrant workers, people for whom English is a second language, those living below the poverty level, people over 65, and adults with less than a 12th grade education. Application guidelines are mailed in October to assist applicants in developing proposals for evaluation by the LSCA Advisory Council. Successful applications are funded for a one-year period beginning in September.

- Institutional Grants. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

- Establishment Grants. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in December and are due at the State Library June 1. Counties are eligible for a minimum of $20,000 per year for up to three years. Grants are limited to a maximum of $40,000 per year, per recipient.

- Major Urban Resource Libraries (MURL). MURL grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Services provided by the Major Urban Resource Libraries include use of collections, reference services, and circulation of materials to non-residents.

- Public Library Construction and Technology Enhancement. Grants are awarded for new construction or purchase, additions, and remodeling in those years in which funds are appropriated by Congress. Guidelines and preapplications are available on request in October; Preapplications are due the following May. Successful applications are funded for a three year period beginning in September. Unsuccessful applicants may appeal staff recommendations regarding grant awards.

- Multitype Library Cooperation and Resource Sharing. Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries. Eligible projects must involve or provide services to at least two of the above types of libraries. Application guidelines are published each November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council. Successful applications are funded for a one-year period beginning in September. This grant program is contingent on the level of state and federal funding.

- Project Partners. Two or more nearby public libraries may apply for up to $100,000 in matching funds to share resources in an automated environment. Funds may be used to purchase and operate an automated system or to link separate existing automated systems. The basic premise of Project Partners is that the highest volume of resource sharing will occur when patrons have free access to the collections of participating libraries, when those libraries are within easy driving distance, and when the libraries share the same or have linked systems. Successful projects may be funded for up to a two-year period beginning in September. This grant program is contingent on the level of state and federal funding.

Chapter 3

GOALS, OBJECTIVES AND TASKS FOR STATEWIDE LIBRARY DEVELOPMENT

The following are the major goals for Statewide Library Development in Texas, along with specific objectives and task statements which represent an action plan for State Fiscal Years 1994-1997.

GOAL 1 **To assist in financing and supporting improved library services and increased library resources in Texas.**

Objective 1.1: To award system operation grants to the library systems.

Task 1.11 Increase the number of persons served by Texas library system members to:

1994	1995	1996	1997
15,400,000	15,200,000	15,400,000	15,600,000

Task 1.12 Increase the percent of the state's population served by Texas library system members to:

1994	1995	1996	1997
91.8	91.9	92.0	92.0

Task 1.13 Purchase library materials annually to support library and system services.

1994	1995	1996	1997
214,217	219,676	230,600	230,600

Task 1.14 Achieve annual attendance at system-supported showings of films, videos, and system sponsored programs of:

1994	1995	1996	1997
4,069,778	3,731,219	3,700,000	3,700,000

Task 1.15 Achieve annual circulations from system extension, rotating, and circuit collections (books, large print, mail-a-book, cassettes, art prints), and reciprocal borrowing of:

1994	1995	1996	1997
606,110	608,392	650,000	650,000

Task 1.16 Distribute publicity materials through the library systems each year, in the amount of:

1994	1995	1996	1997
668,930	470,181	470,000	470,000

Objective 1.2: To increase the number of circulations per capita of Texas public libraries to the average of the 10 largest states.

Task 1.21 Increase the number of materials circulated by 1.5 items per capita by 1998. Statewide per capita circulation will average:

1994	1995	1996	1997
4.56	4.93	5.31	5.68

Objective 1.3: To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally.

Task 1.31 Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area to ensure the continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, and circulation of library materials. Non-residents served will total:

1994	1995	1996	1997
4,035,750	4,084,637	4,500,000	4,500,000

Task 1.32 Purchase 24,500 library materials annually to support library services to non-residents.

Objective 1.4: To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available.

Task 1.41 Maintain current information on the need for library facilities by regularly updating a computerized database of public library physical facilities.

Task 1.42 Award Title II grants to qualifying public libraries by August 1 in years in which Title II Funds have been appropriated.

Task 1.43 Increase the number and size of public library physical facilities through new construction, renovation or remodeling, by adding 74,000 square feet annually.

Task 1.44 Create an "electronic information service" at the Texas State Library to better serve patrons, state agencies, and other libraries by adding the hardware and software necessary to provide access to information in electronic format made possible by new information and communications technologies. By implementing this "electronic information service" the Texas State Library will expand the level of public library services that it provides.

Task 1.45 Expand the "electronic information service" at the Texas State Library by connecting small, medium, and large public libraries, allowing them to better serve the general public.

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Objective 1.5: To provide financial and program accountability through the administration of state and federal funds.

Task 1.51 Conduct biennial planning and budgeting activities.

a) In odd-numbered years, complete goal and policy setting option identification by March 31 for biennial budget planning.

b) In odd-numbered years, receive staff recommendations regarding goals policy options, criteria and alternative programs by May 31.

c) In odd-numbered years, complete outline of biennial budget by September 30 and complete system budget guidelines by October 15.

d) In even-numbered fiscal years, prepare a biennial budget for submission to the Legislative Budget Board by March 31.

e) Submit quarterly Output and Efficiency Measures to the Legislative Budget Board within 30 days following the close of each quarter.

f) Submit an annual performance report to the Legislative Budget Board by October 31.

Task 1.52 Monitor and revise Rules for Administering the Library Systems Act.

a) Seek advice on improvements in the Rules from the Library Systems Act Advisory Board, Major Resource Center directors, and system coordinators.

b) Disseminate to the public proposed Rules.

c) Hold a public hearing on the proposed Rules.

d) Publish Rules for Administering the Library Systems Act as adopted by the Texas State Library and Archives Commission.

Task 1.53 Monitor fiscal and program performance.

a) Prepare and submit the LSCA Annual Report (performance and expenditure) to the U.S. Department of Education by December 31.

b) Conduct at least five on-site evaluations of systems each year; conduct at least one on-site monitoring visit of each competitive grant and interlibrary loan center each year.

c) Analyze requests for funds quarterly to assess if proper cash management procedures are being followed.

d) Notify grant recipients of discrepancies noted in reconciling prior approvals, as listed in the contract and property inventory records by January 31.

e) Review grant recipient's financial status reports for accuracy and compliance within 30 days of receipt.

f) Conduct inventory of all grant equipment purchased with grant funds in May of odd-numbered years, and of system library materials in November of odd-numbered years.

g) Submit audit findings for grantees within 180 days following receipt by grants administrator.

h) Prepare and distribute audit manual for grantees by August 31.

i) Prepare expenditure report of state and federal funds by September 30 for Legislative Budget Board.

j) Minimize grantee unobligated fund balances by August 31.

Task 1.54 Prepare LSCA grant application.

a) Complete census data analysis of LSCA priority groups and geographic areas for LSCA documentation by December 31.

b) Complete update of statistical needs assessment for the Long Range Plan by January 31.

c) Complete preparation of application and reporting guidelines for grant projects such as Library Systems, Establishment, Project Partners, Disadvantaged, Title II, Title III, and MURL for inclusion in the LSCA Annual Program by February 28.

d) Mail drafts of the LSCA Annual Program and Long Range Plan to the LSCA Advisory Council, and of the Long Range Plan to the U.S. Department of Education by April 15.

e) Seek the advice and approval of the LSCA Advisory Council by May 31.

f) Present the LSCA Annual Program and Long Range Plan to the Commission for approval by July 31.

g) Initiate the Texas Review and Comments process through the Governor's Office of Planning and Budget by July 31.

h) Publish and disseminate the Annual Program and Long Range Plan by September 30.

i) Receive Department of Education approval of the LSCA Annual Program and Long Range Plan by October 30.

Task 1.55 Conduct program administration activities

a) Mail notices announcing the availability of grant programs (Establishment, Disadvantaged, Title II, Title III, Project Partners) by September 30.

b) Mail grant guidelines for the Disadvantaged, Project Partners, Title II and Title III programs by October 15; guidelines for Major Urban Resource Libraries program and Establishment Grant program by November 15, and guidelines for interlibrary loan by December 1.

c) Complete negotiations with referral libraries and mail final interlibrary loan contracts by July 15.

d) Mail system contracts by August 1, and mail contracts for all other grantees, including academic libraries receiving reimbursement for interlibrary loans to public libraries by August 15.

Objective 1.6: To evaluate the current Statewide Library Development program and the state of library service in Texas, and explore needed changes in the Texas State Library and Archives Commission authorization, the Library Systems Act, and other legislation concerning libraries of all types in preparation for the state Sunset Review in 1994-1995 and the reauthorization of the Library Services and Construction Act or the development of its successor.

Task 1.61 Identify current problems and short-term solutions that can be implemented before the Sunset Review.

Task 1.62 Project the library service needs of Texans for the next 15 years.

Task 1.63 Identify necessary changes in services at the local, regional and state levels to meet projected needs.

Task 1.64 Identify changes in statutory and administrative law, administrative structure, and funding patterns necessary to implement improved services.

Task 1.65 Determine long-range (to 2006-2007) goals for library development in Texas and broad strategies within which the Library Development Division can work to implement those goals.

GOAL 2 **To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.**

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by TexNet.

1994	1995	1996	1997
237,500	237,750	240,000	240,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once each year.

Task 2.13 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.21 Add machine-readable bibliographic records to state or regional databases at the following rate:

1994	1995	1996	1997
12,000	13,000	13,000	13,000

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and may receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1994	1995	1996	1997
650,000	663,000	675,000	685,000

Task 2.23 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list. This task is contingent on the level of state and federal funding.

Task 2.24 Add the holdings of fifty percent of the non-OCLC public libraries with over 50,000 titles to the OCLC Group Access Capability database, beginning September 1993.

Objective 2.3: To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Achieve 8,000 system-supported reciprocal borrowing transactions annually.

Task 2.32 Monitor the number of reciprocal borrowing agreements established between nearby libraries.

Objective 2.4: To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.41 Award LSCA Title I matching grants totaling from $100,000 to $200,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems. This task is contingent on the level of state and federal funding.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Achieve 16,094 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

Task 2.52 Award LSCA Title III grants totaling from $150,000 to $300,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries. This task is contingent on the level of state and federal funding.

GOAL 3 To provide public library service in unserved areas.

Objective 3.1: To encourage and support the establishment of public libraries in unserved counties.

Task 3.11 Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library service by one each year.

1994	1995	1996	1997
243	244	245	246

Task 3.12 Award establishment grants to newly established public libraries as follows:

1994	1995	1996	1997
2	2	2	3

Task 3.13 Purchase library materials annually to support library services for all county residents in the amount of:

1994	1995	1996	1997
4,400	5,600	5,500	6,500

Objective 3.2: To encourage library systems to provide library service to counties without local public library service.

Task 3.21 Provide access to direct library service through library systems' books-by-mail programs to 5,000 unserved and underserved Texans each year.

Task 3.22 Record 2,000 annual circulations from system-supported books-by-mail projects.

Task 3.23 Study alternatives for providing library services to counties without public libraries and other unserved areas.

GOAL 4 **To provide training and information on all aspects of library services to librarians and library users.**

Objective 4.1: To provide technical assistance and consulting to librarians, systems personnel, library staff, trustees, advisory councils, and interested persons upon request.

Task 4.11 Provide consulting services through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services and other areas to librarians, library staff, systems personnel and interested persons. The number of persons assisted will total:

1994	1995	1996	1997
3,500	3,500	3,500	3,500

Task 4.12 Provide consulting hours through the Texas State Library for librarians, library staffs, and those interested in library services in the following amounts:

1994	1995	1996	1997
3,250	3,250	3,250	3,250

Task 4.13 Provide consulting services through the library systems in support of on-going local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, reference, technical services, youth services, and other areas to librarians, library staff, governing authorities and advisory boards. The number of persons assisted will total:

1994	1995	1996	1997
22,542	22,400	22,000	22,000

Task 4.14 Provide consulting hours through the library systems for librarians, library staffs, governing authorities, advisory boards and those interested in library service, in the following amounts:

1994	1995	1996	1997
18,970	19,164	19,500	19,500

Task 4.15 Establish a Preservation Office to provide technical assistance and continuing education on preservation and conservation of materials. Institute technical assistance service by October 1993; begin public awareness campaign by March 1994; plan and conduct one workshop on a preservation topic by May 1995. This task is contingent on the level of state and federal funding.

Objective 4.2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

Task 4.21 Provide continuing education student hours through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services, and other areas to librarians, library staff, systems personnel and interested persons.

1994	1995	1996	1997
13,000	13,000	13,000	13,000

Task 4.22 Enroll librarians, library staff and those interested in library services in workshops offered by the Texas State Library. Number of persons trained:

1994	1995	1996	1997
3,400	3,400	3,400	3,400

Task 4.23 Provide training and continuing education student hours through the library systems in basic aspects of local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, technical services, youth services, and other areas to librarians, library staff, governing authorities, and advisory boards.

1994	1995	1996	1997
17,956	15,329	15,000	15,000

Task 4.24 Enroll librarians, library staff, members of governing authorities, advisory boards, and those interested in library services in workshops offered by the library systems in the following numbers:

1994	1995	1996	1997
3,572	3,185	3,000	3,000

Task 4.25 Serve as a clearinghouse for continuing education activities by maintaining a database of topics, locations, and presenters of library-related workshops conducted within the state; by collecting, storing and disseminating workshop packets from those workshops; and by promoting attendance at these workshops through newsletters and brochures distributed by the Texas State Library and the library systems.

Task 4.26 Provide at least one workshop each biennium through the Texas State Library for trainers, consultants and system coordinators.

Task 4.27 Provide six 2-day basic skills institutes each year beginning in FY1994 for non-degreed librarians with cataloging, reference, collection development, automation/technical services, children's services and library management courses. This task is contingent on the level of state and federal funding.

Objective 4.3: To collect and publish statistics from Texas public, special, and academic libraries.

Task 4.31 Publish Texas Academic Library Statistics, and Texas Public Library Statistics annually.

Task 4.32 Collect, edit and forward public library data to the U.S. Department of Education in support of its Federal-State Cooperative System for Public Library Data (FSCS) program.

Task 4.33 Collect, edit and forward academic library data to the U.S. Department of Education in support of its Integrated Postsecondary Education Data System (IPEDS) program.

Task 4.34 Examine trends in public library and Statewide Library Development program performance, issuing a report by December 31.

Task 4.35 Publish annual performance statistics for Statewide Library Development programs in the Division newsletter by February 28.

Objective 4.4: To provide information and library materials on all aspects of library and information services to librarians, systems personnel, library staff, trustees, advisory councils, and interested persons.

Task 4.41 Promote and distribute resources available from the Library Science Collection by the following means: distribution of microfiche copies of the library catalog; listing of new materials in the Division's bi-monthly newsletter; creation of special bibliographies and subject information packets; an incoming WATS line for statewide information requests; an electronic bulletin board to receive and disseminate information; and promotional activities at selected library association conferences.

Task 4.42 Distribute the following number of informational materials each year through the Library Science Collection, and the Continuing Education and Consulting Department of the Texas State Library.

1994	1995	1996	1997
61,750	61,750	65,000	65,000

Task 4.43 Provide a jobline service listing available library positions statewide, to assist libraries in maintaining staffing levels, and to assist librarians seeking new employment. Record 4,500 jobline telephone and electronic bulletin board inquiries per year.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

Objective 5.1: To assist libraries in improving library services to the disadvantaged.

Task 5.11 Maintain expenditures of at least $1,000,000 annually by the library systems for library materials and services which will impact disadvantaged persons served by local public libraries, including the elderly and the limited English speaking.

Task 5.12 Provide assistance to local libraries to improve services to limited English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection. (See Tasks 4.11, 4.12, 4.21, 4.22, and 4.42 for performance measures.)

Task 5.13 Provide grants to local public libraries to develop services for targeted populations (e.g., persons who are over 60 years of age, the impoverished, the unemployed persons, and persons for whom English is a second language, migrant workers, adults who are illiterate, and persons in local institutions).

Task 5.14 Purchase library materials annually to support library services for disadvantaged groups. Number of materials purchased:

1994	1995	1996	1997
5,325	3,575	3,500	3,500

Objective 5.2: To strengthen libraries in state residential institutions.

Task 5.21 Increase materials available in state institutional libraries. Through a program of centralized acquisitions provide the following number of library materials annually:

1994	1995	1996	1997
3,125	3,025	2,900	2,800

Objective 5.3: To provide direct library service by mail to Texans with disabilities from a centralized collection of large-print, braille, and recorded books.

Task 5.31 Increase the percent of Texans registered for service to meet the national average of .17% of the population by 1998.

1994	1995	1996	1997
.12%	.14%	.14%	.15%

Task 5.32 Increase the number of persons served to:

1994	1995	1996	1997
21,890	24,701	26,165	28,163

Task 5.33 Provide library service to 1,750 institutions per year.

Task 5.34 Increase the number of volumes circulated to individuals and institutions to:

1994	1995	1996	1997
600,000	660,000	700,000	740,000

Task 5.35 Provide complete information or appropriate referrals in response to 15,500 reference questions annually.

Objective 5.4: To assist public libraries in improving library services to children and young adults.

Task 5.41 Provide consulting to the library systems and public libraries on library services to children and young adults. (See Tasks 4.11, 4.12, 4.42 for performance measures.)

Task 5.42 Compile, print and distribute three manuals of programming ideas to librarians serving families, children in day-care centers, schools, and community agencies.

1994	1995
Services to families	Services to Day-Care Centers
1996	**1997**
School/public library cooperation	Community agencies

Task 5.43 Maintain an annual library participation rate in the Texas Reading Club.

1994	1995	1996	1997
560	560	575	575

Task 5.44 Provide Texas Reading Club participation forms (Reading Logs) and other free Club promotional materials to public libraries, and to school libraries subject to availability of materials.

1994	1995	1996	1997
427,500	427,500	430,000	430,000

Objective 5.5: To provide assistance for ESL and literacy programs in public libraries.

Task 5.51 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve local English as a second language (ESL) and literacy education programs. (See Tasks 4.11, 4.12, 4.21, 4.22, and 4.42 for performance measures.)

Task 5.52 Assist library systems in establishing local literacy projects in public libraries, which will enroll the following number of students in literacy and ESL programs:

1994	1995	1996	1997
123,371	119,560	119,000	119,000

Task 5.53 Provide student education hours in local literacy and ESL programs assisted by library systems, in the amount of:

1994	1995	1996	1997
294,538	288,208	285,000	285,000

Objective 5.6: To make library services more accessible to handicapped individuals.

Task 5.61 Distribute a manual to all public and university libraries on finding, acquiring, and using auxiliary aids and service for library patrons who have impairments of hearing, speech, sight, and mobility by October 1993.

Chapter 4

NEED INDICATORS FOR STATEWIDE LIBRARY DEVELOPMENT

In determining the goals, objectives, and tasks for statewide library development, it is necessary to first establish "need indicators" which identify the areas in which library services are inadequate. Need indicators are arrived at through a procedure which:

1. Determines standards for library services. The standards may be national (e.g., American Library Association standards); state (Texas Library Association standards); or, where these are non-existent, they may be administratively determined by the Texas State Library.

2. Determines the current status of library services. This procedure may involve the use of statistical data generated through Texas State Library annual and biennial questionnaires to various types of libraries in the state; it may involve the use of data gathered by other agencies (e.g., U.S. Census Bureau); or it may involve the use of periodic surveys or performance reporting procedures which target selected service providers (e.g., institutional libraries, major resource systems) or areas of potential need (e.g., public library facilities). In all cases the most current data available to the Texas State Library is used in this Long Range Plan.

3. Analyzes the current status of library services compared to established standards. The analysis results in a need indicator which shows the degree to which current service falls short of established standards.

Estimated costs are calculated for each need indicator by applying a current unit cost, whenever possible, to the amount service falls short of standards. The resulting figure shows the estimated amount of funding needed to raise library service from the current level to established standards.

Need indicators and cost estimates are presented for each of the action plans found in the previous chapter. An "action plan" is defined here as a task, related to a specific objective and goal, to be carried out in the period covered by the Long Range Plan for Statewide Library Development: 1994-1997. Each action plan references a goal, objective, and task in the previous chapter using the notation system established in that chapter. For example, Action Plan 1.16 refers to Goal 1, Objective 1, Task 6 in Chapter 3. Please refer to Chapter 3 for a more complete description of each action plan.

Please note that the standards which are not administratively determined include reference notes in parentheses following each standard. The reference notes begin with a number which refers to the list of references found at the end of this chapter.

Action plans involving shared automated systems (Project Partners, Title I) and cooperative multitype projects (Title III) are contingent on the level of state and federal funding.

ACTION PLAN
FOR TASK

1.11 Increase the number of persons served by Texas library systems....

1.12 Increase the percent of the state's population served by Texas library systems....

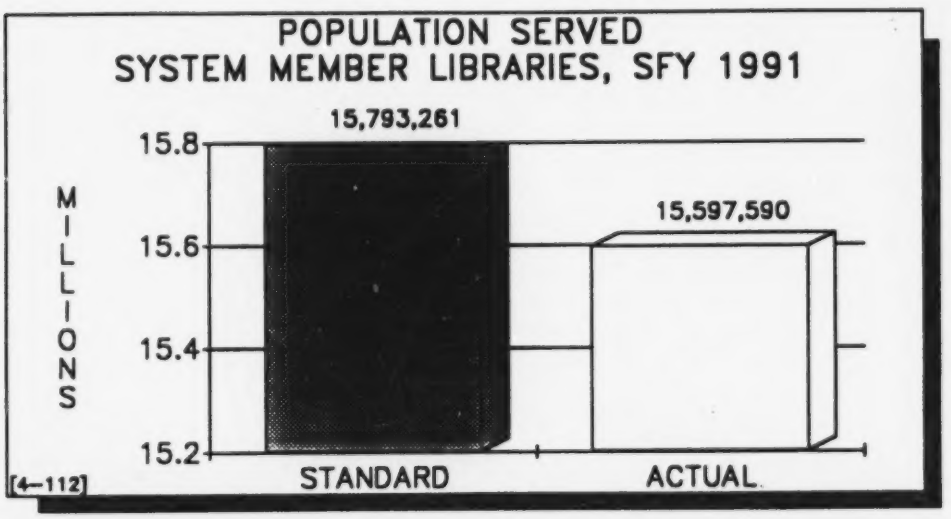
Standard

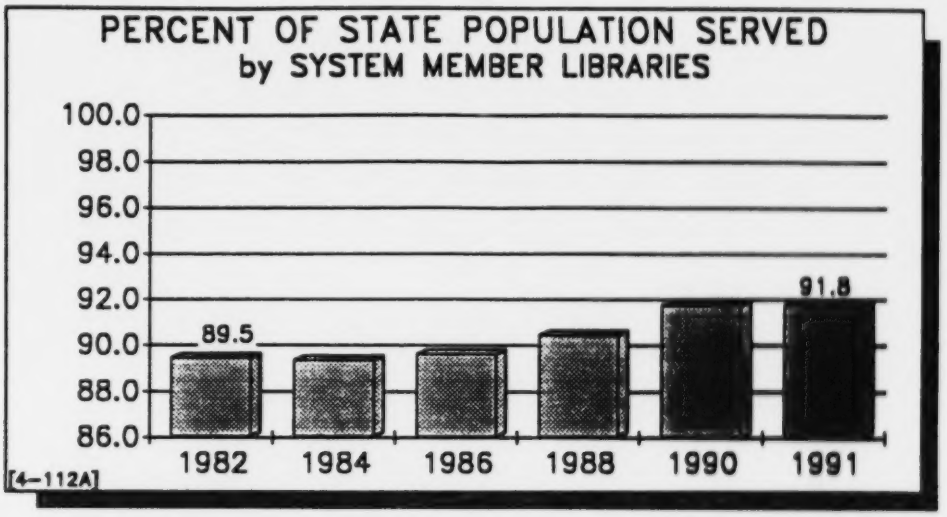
"The community library should be part of a system of libraries with which it has a clear and official relationship" (1, Standard 2.iii., p.17)

"The library should provide access to resources outside the immediate community through...Major Resource System membership...." (2, Standard "Services", p.16).

An administrative standard has been set to have all public libraries be full participating members of the Texas Library System, as provided by the Library Systems Act (Government Code, Chapter 441, Sections 441.121ff). At an estimated cost of $6.01 per patron served, $1,175,983 is needed annually to raise non-system member library service from the current level to average system member per capita support.

Need Indicator





ACTION PLAN FOR TASK

1.13 Purchase library materials annually to support library and system services.

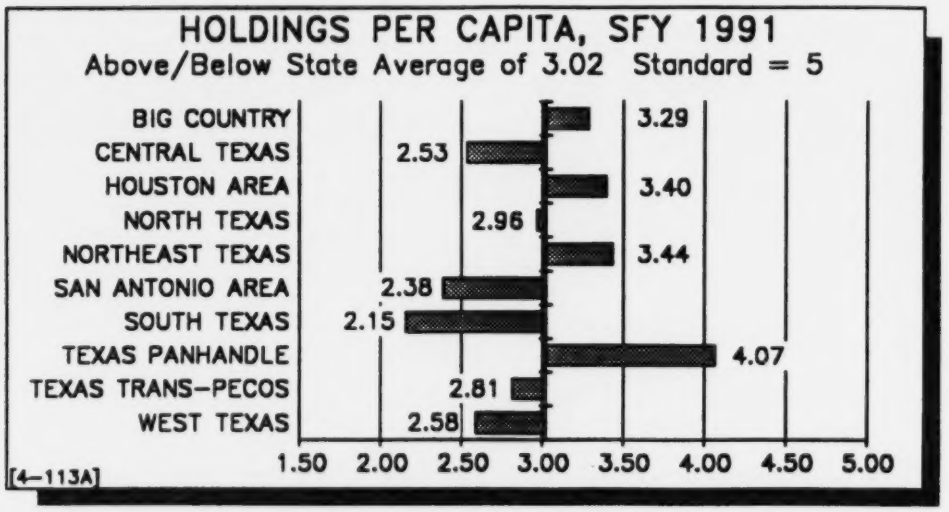
Standard

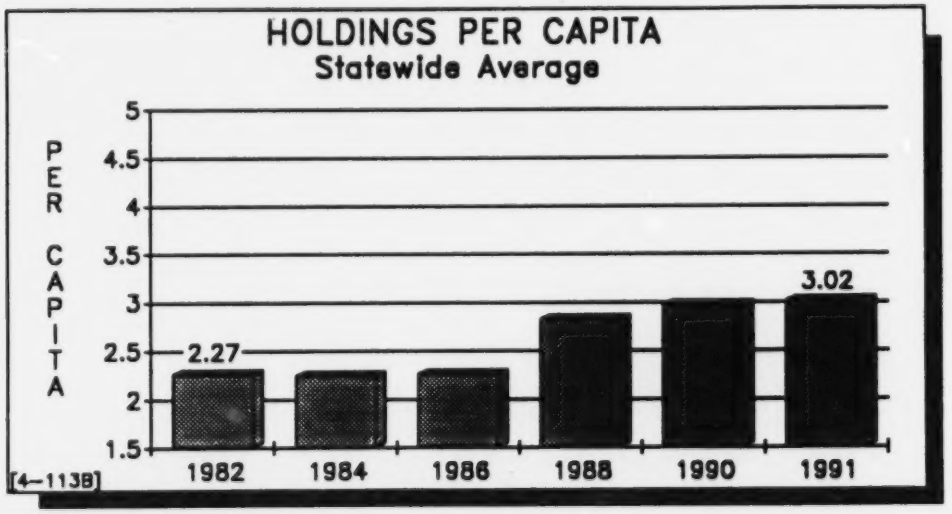
"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (Standard 2.i., p. 16)

"The library has a minimum collection size of 7,500 items, and it provides sufficient items per capita...to meet its chosen level of service.... The library provides a sufficient number of periodical subscriptions to fulfill the roles it has chosen. A minimum of 20 adult and juvenile titles is provided." (2, Standard "Materials, Collection Measurement", pages 11 and 12.)

The standard for each Texas library system is administratively set at five items (books, periodicals, other non-book materials) per capita. At an average cost of $18.00 per item, $562,519,188 is needed to bring collections from the current level up to standard.

Need Indicator





ACTION PLAN
FOR TASK

1.14 Achieve annual attendance at system-supported showings of films, videos, and system sponsored programs....

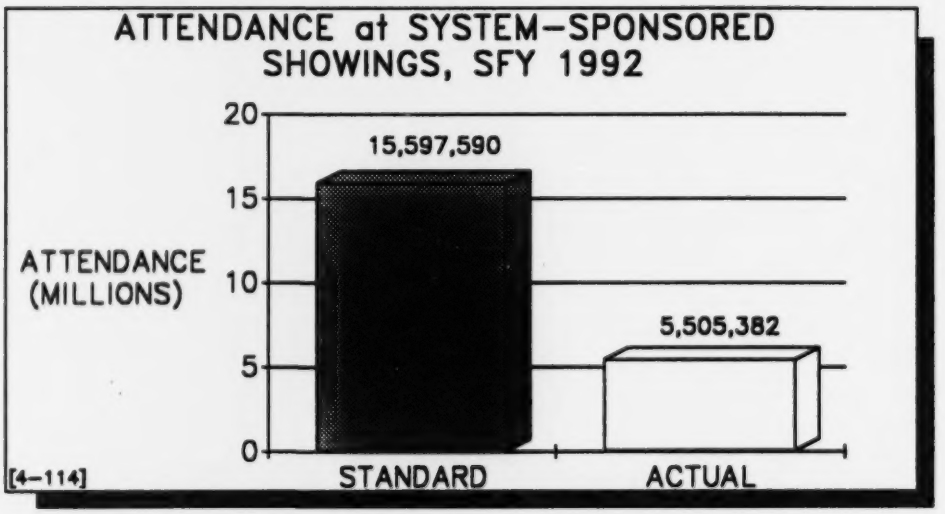
Standard

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p.33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p.41)

An administrative standard has been set for attendance at system-supported showings of films, videos, and system sponsored programs to total one per capita statewide. At an average cost of $.27 per viewer, $2,724,896 is needed to bring attendance up to standard.

Need Indicator



ACTION PLAN
FOR TASK

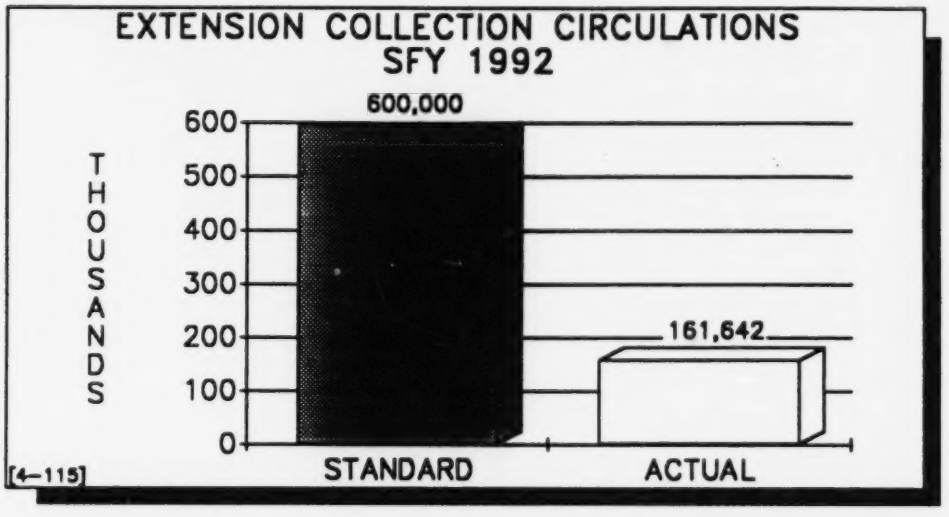
1.15 Achieve annual circulations from system extension, rotating and circuit collections, and reciprocal borrowing....

Standard

"All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include: regular and frequent exchange of materials among member libraries and the headquarters unit...." (1, Standard 4.ii., p.18)

An administrative standard has been set for circulations from system extension, rotating and circuit collections to total 600,000 annually. At an average cost of $.75 per circulation, $328,769 is needed to bring service up to standard.

Need Indicator



ACTION PLAN
FOR TASK

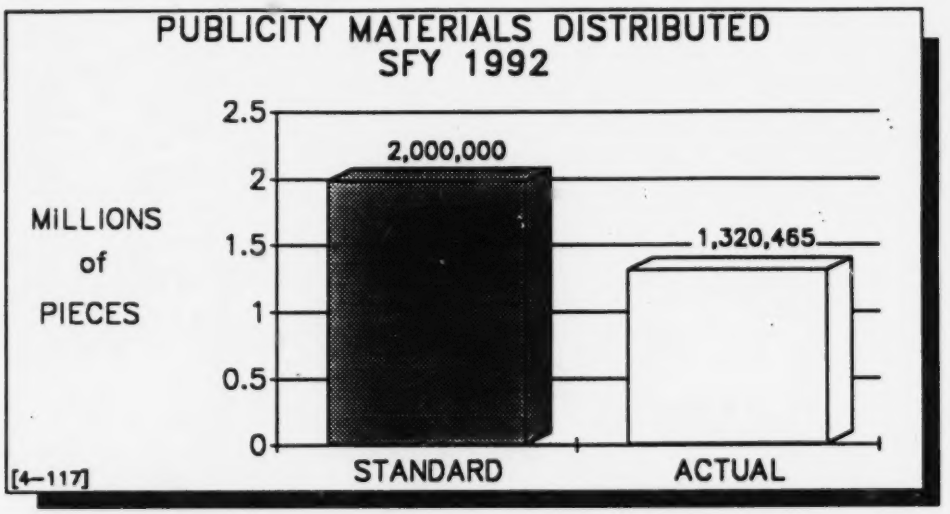
1.16 *Distribute publicity materials through the library systems....*

Standard

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28.ii, p. 34)

An administrative standard has been set for systems to distribute a total of two million pieces of publicity annually. At an estimated $.25 per piece, $169,884 additional is needed to reach the administrative standard.

Need Indicator



ACTION PLAN
FOR TASK

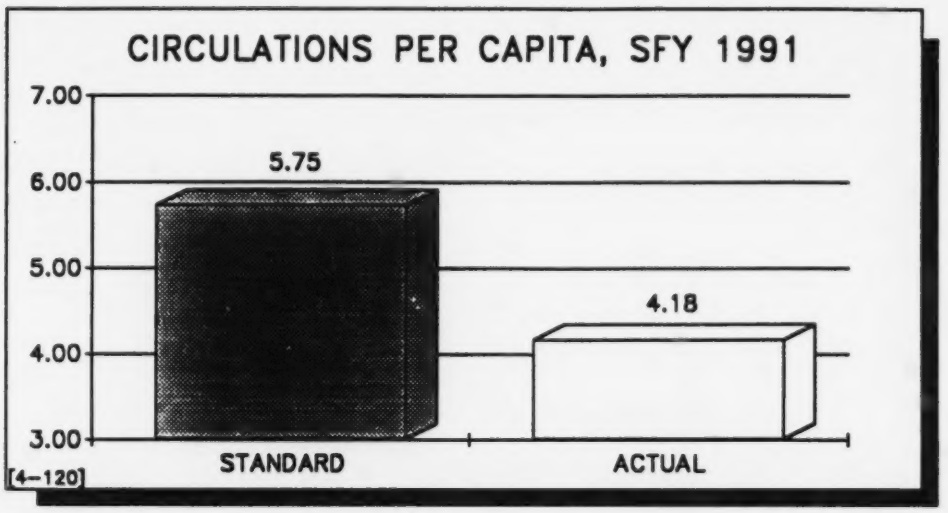
1.21 *Increase the number of* materials circulated by ... items per capita....

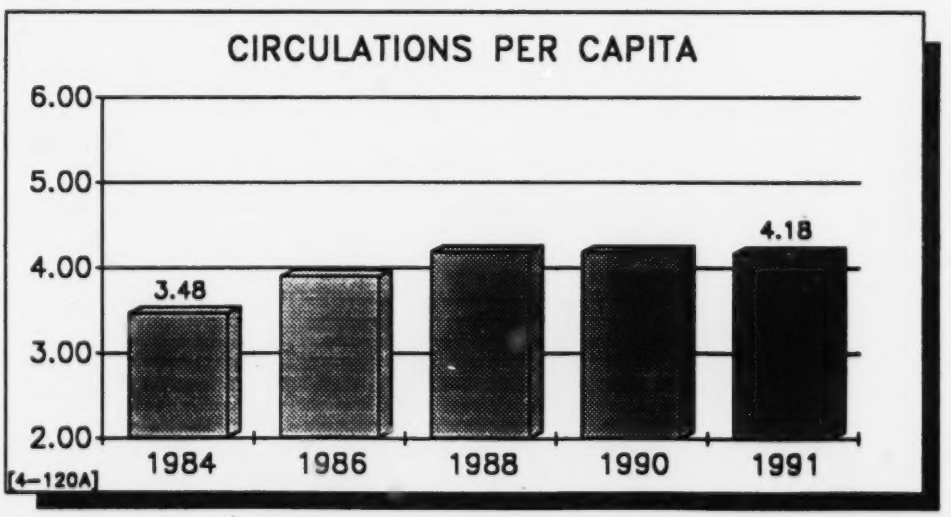
Standard

"[The library provides] a variety of print and non-print materials which meet the community's needs and interests...." (2, Standard "Materials", p.9).

An administrative standard has been set to have statewide circulation per capita reach the average nationwide circulation per capita.

Need Indicator





ACTION PLAN FOR TASK

1.31 Compensate Major Urban Resource Libraries (MURL) for the services they provide without charge to persons outside of their tax-supporting area....

1.32 Purchase library materials annually to support library services to non-residents.

Standard

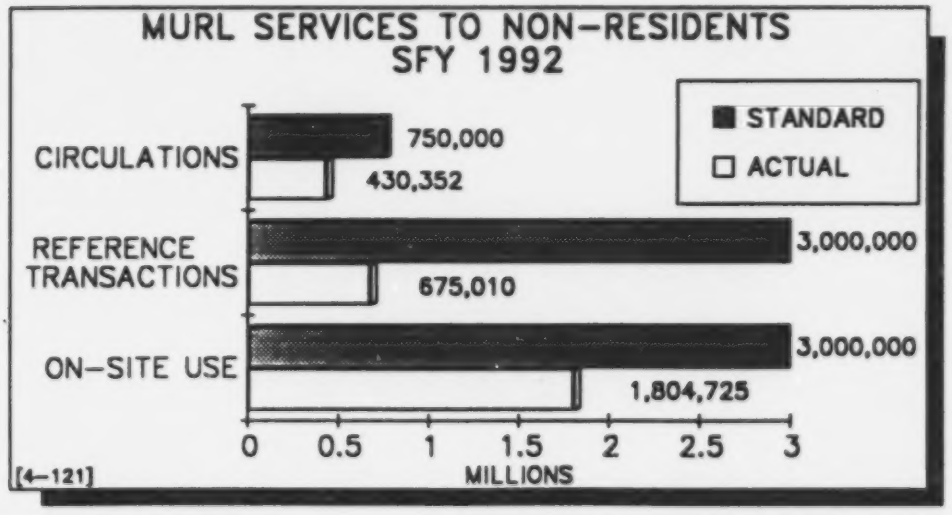
"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3.i, - 3.iii., p. 17)

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge. The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

Number of persons making on-site use of collections	3,000,000
Number of persons receiving reference services	3,000,000
Number of materials circulated to non-residents	750,000

At an average cost of $7.00 per reference question, $16,275,000 is needed to bring reference services from the current level up to standard. At an average cost of $1.50 per volume circulated, $479,472 is needed to bring circulation services up to standard.

Need Indicator



ACTION PLAN FOR TASK

1.41 Maintain current information on the need for public library facilities....

1.42 Award Title I grants to qualifying public libraries...in years in which Title II funds have been appropriated.

1.43 Increase the number and size of public library physical facilities through new construction, renovation or remodeling....

Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1.ii, p. 16, also Standards 60-66 "Physical Facilities," pp. 56-64).

"The library's building should offer to the community a compelling invitation to enter, read, listen, and learn. The building should be flexible enough to accommodate changing patterns of use, a growing collection, and a variety of material formats. (2, Standard "Facilities", p.19).

An administrative standard has been set for the minimum space requirements of public libraries at:

Population Served	Minimum Space Requirements
1 - 6,667	5,000 square feet
6,668 - or more	.75 square feet per capita

Library Building Database

The Texas State Library conducted a survey of public library buildings in 1988. Data from the survey was used to create a library building database, which is updated on an on-going basis and is current as of 1992. Of the approximately 478 public libraries in the state, 454 are in the database, a 95 percent representation rate. These libraries serve 15,086,393 persons, a figure equal to 94 percent of the estimated state population served by public libraries in 1991, the last year for which population served figures are available.

Table I summarizes the data obtained in the survey relating to the square footage of public library facilities in Texas. Total square footage of Texas public libraries is in excess of 6.7 million square feet. Square feet per capita averages .449 over the state. The square footage reported exceeds the 1983 total by 1,659,811, due in part to the greater number of libraries reporting and to construction activity over the past eight years. However, square feet per capita increased only slightly (.04 sq. ft.), indicating that new construction since 1983 was inadequate to keep pace with population growth, to replace older buildings and to bring existing facilities up to standard.

Table II compares the survey data to the standard for public library facilities. Approximately 80.2% of the libraries responding to the survey have facilities that fall below standards. Over 13.1 million Texans, 87% of the population served by the respondents, do not have access to adequate library facilities. Over 80 percent of libraries serving populations of 10,000 or more use facilities which fail to meet minimum standards.

Table III shows that a total of 90 public libraries serving 1.9 million Texans meet standards for minimum floor space. Most of these libraries serve communities between 2,000 and 24,999 population. Only 6 libraries out of 91, serving populations of 25,000 or more, are found to meet standards.

Table IV indicates the decade or year of construction of individual buildings used as libraries. The table shows that about 18 percent of public library buildings were constructed prior to 1940, and that those facilities account for over 11 percent of the total square footage reported. Conversely, 3.7 percent of the total square footage reported represents construction completed within the past five years.

Table V takes the data from Table IV and assumes a 50-year depreciation schedule. Facilities constructed prior to 1943 are assumed to be fully depreciated and in need of replacement. Those constructed after 1942 are depreciated at the rate of 2% per year. The database shows that 118 buildings used as libraries are fully depreciated and in need of replacement.

Seventy-four percent of all square footage constructed prior to 1970 is now depreciated.

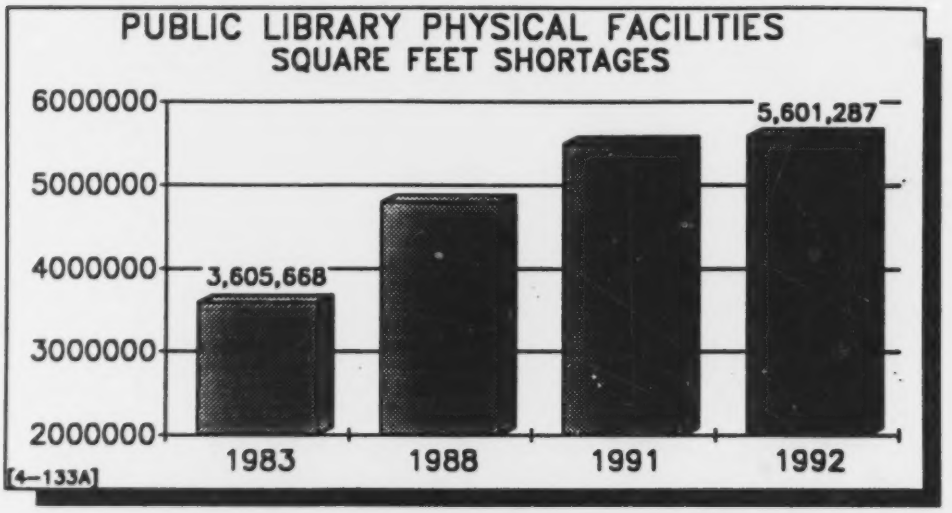
The 1988 survey also asked respondents to estimate their need within the next five years for new construction, expansion, or renovation of existing facilities. Here are their responses:

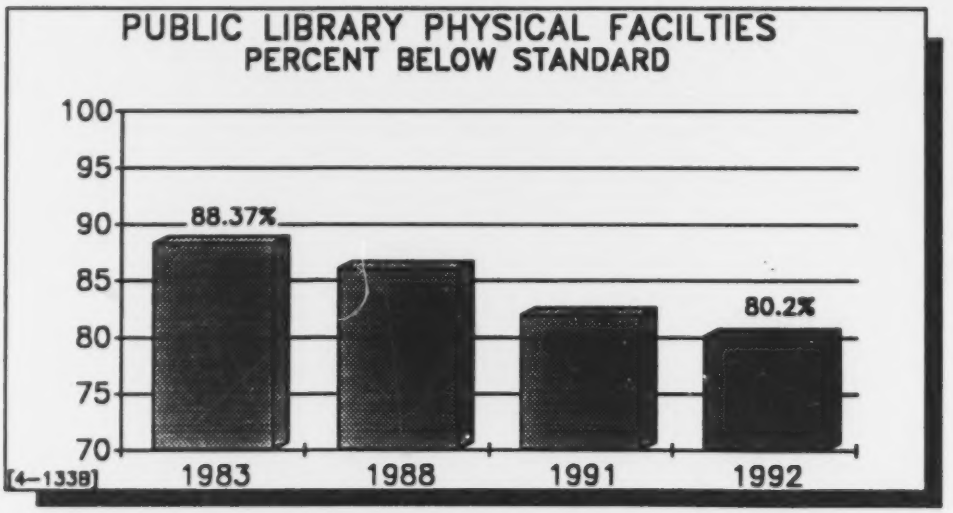
1.	Number of libraries in need of new facilities	-	128
	new square footage needed	-	1,833,501
2.	Number of libraries in need of expansion	-	183
	expansion square footage needed	-	878,062
3.	Number of libraries in need of renovation for handicapped access, energy conservation, etc.	-	163
4.	Total amount of new square footage needed	-	2,711,563

The data reveals a great need for public library construction, expansion and renovation in Texas. The number of libraries with facilities which fall below standards for square footage; the amount of depreciated square footage in Texas libraries (Table V); and the number of libraries which express a need for new construction, expansion and renovation are indicators that Texas public library facilities are inadequate.

A total of 5,601,287 square feet of library floor space would have to be added to existing buildings to meet standards. Facilities constructed prior to 1943, which total 826,043 sq. ft., are fully depreciated and in need of replacement. The cost for such additional and replacement construction at an estimated $75 per square foot would total $482,049,750. Site acquisition is not included in this estimate.

Need Indicator





LIBRARY BUILDING SURVEY
TABLE I
SUMMARY DATA, 1992

Population Group	Number of Libraries	Total Sq. Ft.	Average Sq. Ft.	Population Served	Sq. Ft. Per Capita
1 - 1,999	59	126,132	2,138	47,330	2.66495
2,000 - 4,999	104	338,206	3,252	357,116	0.94705
5,000 - 9,999	104	649,257	6,243	758,173	0.85634
10,000 - 24,999	96	763,843	7,957	1,564,355	0.48828
25,000 - 49,999	46	622,038	13,523	1,645,044	0.37813
50,000 - 99,999	18	513,133	28,507	1,334,615	0.38448
100,000 - 199,999	17	918,603	54,035	2,458,372	0.37366
200,000 - 499,999	5	690,603	138,121	1,642,973	0.42034
500,000-	5	2,158,140	431,628	5,278,415	0.40886
State Totals:	454	6,779,955	14,934	15,086,393	0.44941

TABLE II
LIBRARIES BELOW STANDARD, 1992

Population Group	Number of Libraries	Number Below	Percent Below	Total Sq. Ft. Lacking	Population Served Below	Percent of Population Below
1 - 1,999	59	56	94.92	187,934	47,330	100.00
2,000 - 4,999	104	79	75.96	214,450	268,428	75.17
5,000 - 9,999	104	66	63.46	164,316	495,932	65.41
10,000 - 24,999	96	78	81.25	473,946	1,280,757	81.87
25,000 - 49,999	46	43	93.48	627,555	1,529,737	92.99
50,000 - 99,999	18	16	88.89	536,780	1,189,530	89.13
100,000 - 199,999	17	17	100.00	925,179	2,458,372	100.00
200,000 - 499,999	5	5	100.00	541,628	1,642,973	100.00
500,000-	5	4	80.00	1,929,499	4,271,538	80.92
State Totals:	454	364	80.18	5,601,287	13,184,597	87.39

TABLE III
LIBRARIES AT OR ABOVE STANDARD, 1992

Population Group	Number of Libraries	Number At or Above	Percent At or Above	Population Served At or Above	Percent of Population At or Above
1 - 1,999	59	3	5.08	0	0.00
2,000 - 4,999	104	25	24.04	88,688	24.83
5,000 - 9,999	104	38	6.54	262,241	34.59
10,000 - 24,999	96	18	18.75	283,598	18.13
25,000 - 49,999	46	3	6.52	115,307	7.01
50,000 - 99,999	18	2	11.11	145,085	10.87
100,000 - 199,999	17	0	0.00	0	0.00
200,000 - 499,999	5	0	0.00	0	0.00
500,000-	5	1	20.00	1,006,877	19.08
State Totals:	454	90	19.82	1,901,796	12.61

TABLE IV
DECADE/YEAR OF CONSTRUCTION

Decade/Yr Built	Number of Buildings	Percent of Total Units	---- Cumulative ---- Number of Buildings	Cumulative Percent of Total Units	Total Sq. Ft.	Percent of Total Sq. Ft.	---- Cumulative ---- Total Sq. Ft.	Cumulative Percent of Total Sq. Ft.
PRE -1940	118	17.74	118	17.74	779,329	11.49	779,329	11.49
1940-1949	25	3.76	143	21.50	147,872	2.18	927,201	13.68
1950-1959	71	10.68	214	32.18	501,451	7.40	1,428,652	21.07
1960-1969	132	19.85	346	52.03	1,147,371	16.92	2,576,023	37.99
1970-1979	163	24.51	509	76.54	2,110,862	31.13	4,686,885	69.13
1980-1989	145	21.80	654	98.35	2,010,145	29.65	6,697,030	98.78
1990	6	0.90	660	99.25	52,800	0.78	6,749,830	99.56
1991	5	0.75	665	100.00	30,125	0.44	6,779,955	100.00
TOTALS	665				6,779,955			

TABLE V
DEPRECIATION BY YEAR OF CONSTRUCTION

Decade/Yr Built	Number of Buildings	Total Sq. Ft.	Percent Depreciated	Depreciated Square Feet	----- Cumulative ----- Depreciated Square Feet	Cumulative Percent of Total Sq. Ft.
PRE -1940	118	779,329	100	779,329	779,329	11.49
1940-1949	25	147,872	100-86	136,779	916,108	13.51
1950-1959	71	501,451	84-66	365,793	1,281,901	18.91
1960-1969	132	1,147,371	64-46	622,833	1,904,734	28.09
1970-1979	163	2,110,862	44-26	721,062	2,625,796	38.73
1980-1989	145	2,010,145	24- 6	331,714	2,957,510	43.62
1990	6	52,800	4	2,112	2,959,622	43.65
1991	5	30,125	2	603	2,960,225	43.66
TOTALS	665	6,779,955		2,960,225		43.66

ACTION PLAN FOR TASK

1.44 Create an "electronic information service" at the Texas State Library....

1.45 Expand the "electronic information service"...by connecting small, medium, and large public libraries....

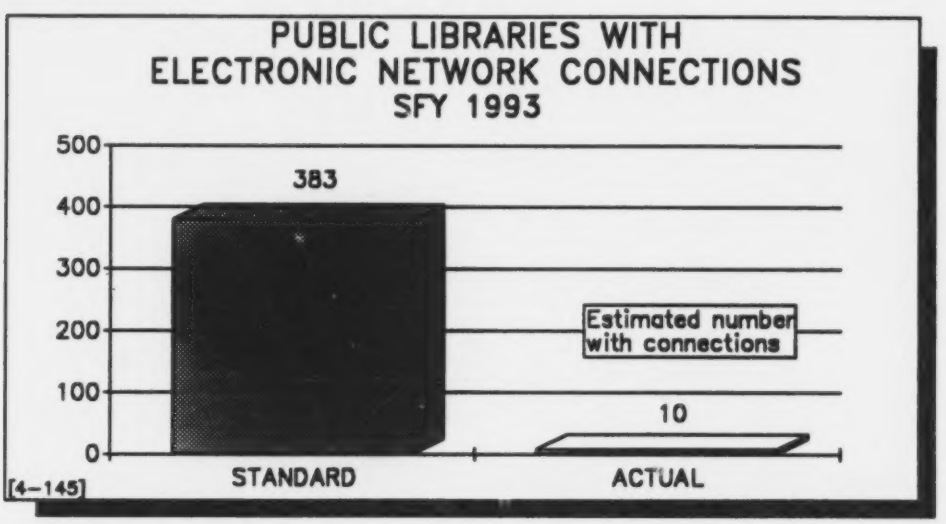
Standard

"The state program for library service should utilize all existing resources and agencies." (1, Standard 12, p. 24)

"Public library service requires the use of all sources of information." (1, Standard 22, p. 31)

An administrative standard has been set to have eighty (80) percent of all public libraries in the state connected to an electronic network for the purpose of enhancing services to library patrons by utilizing information in electronic format. An estimated two (2) percent are currently connected. A cost estimate is not available at this time.

Need Indicator



ACTION PLAN
FOR TASK

1.51 Conduct biennial planning and budgeting activities.

1.52 Monitor and revise Rules for Administering the Library Systems Act.

1.53 Monitor fiscal and program performance.

1.54 Prepare LSCA Grant Application.

1.55 Conduct program administration activities.

Standard

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11.ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule." (1, Standard 11.vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

Some standards are set administratively.

Need Indicator

The need for administrative services for the LSCA projects is specified in 34 CFR 80 Uniform Administrative Requirements for Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

ACTION PLAN FOR TASK

1.61 Identify current problems and short-term solutions that can be implemented before the Sunset Review.

1.62 Project the library service needs of Texans for the next 15 years.

1.63 Identify necessary changes in services at the local, regional and state levels to meet projected needs.

1.64 Identify changes in statutory and administrative law, administrative structure, and funding patterns necessary to implement improved services.

1.65 Determine long-range (to 2006-2007) goals for library development in Texas and broad strategies within which the Library Development Division can work to implement those goals.

Standard

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11.ii., p. 23)

"The state library agency should constantly study and review state laws affecting library service. In cooperation with appropriate legislative and professional groups, the state library agency should propose and develop legislation encouraging, promoting, and supporting quality public library development and interlibrary cooperation."
(1, Standard 11.i., p.23)

Need Indicator

The need to review, study and make recommendations for state-wide library development is, in part, a preparation for an official Sunset Review of the Texas State Library during 1994 and 1995. Statutory authority for Sunset Review is found in the Texas Sunset Act (Texas Civil Statutes, Government Code, Chapter 325); authority to apply Sunset Review to the Texas State Library is found in Texas Civil Statutes, Government Code, Chapter 441, Section 441.001(l).

ACTION PLAN FOR TASK

2.11 Increase interlibrary loan requests filled by TexNet.

2.12 Monitor and evaluate cost-effectiveness of interlibrary loan services....

2.13 Investigate the use and incorporation of new technologies; conduct cost studies and pilot projects; and write reports....

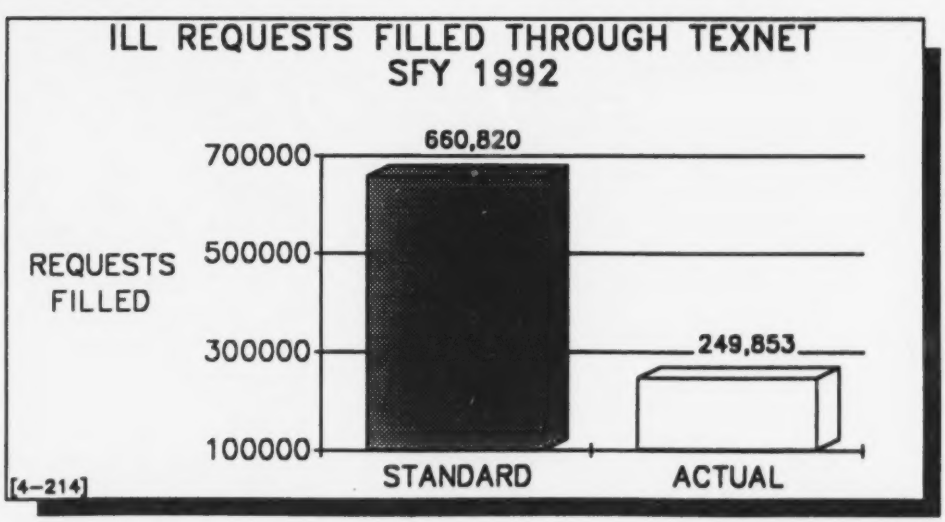
Standard

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include...regular and frequent exchange of materials among member libraries and the headquarters unit."
(1, Standard 4.i and ii., p. 18)

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, pp. 21-22).

The standard for library requests filled through TexNet was administratively set at one percent of total public library circulation. At an average cost of $7.31 per request filled, $3,004,169 is needed to bring ILL service from the current level up to standard.

Need Indicator



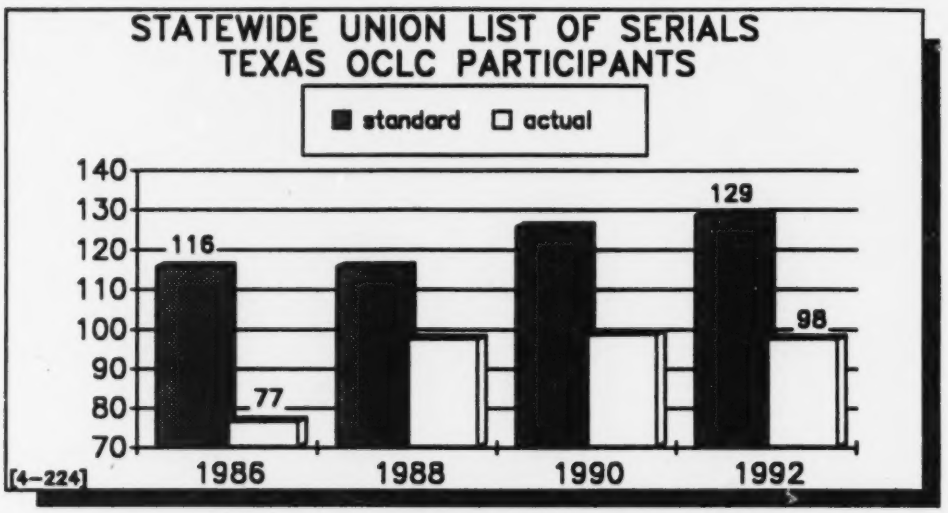
ACTION PLAN FOR TASK

2.21 Add machine-readable bibliographic records to state or regional databases....

2.22 Maintain a statewide union list of serials using the OCLC union listing capability....

2.23 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list.

Need Indicator



ACTION PLAN FOR TASK

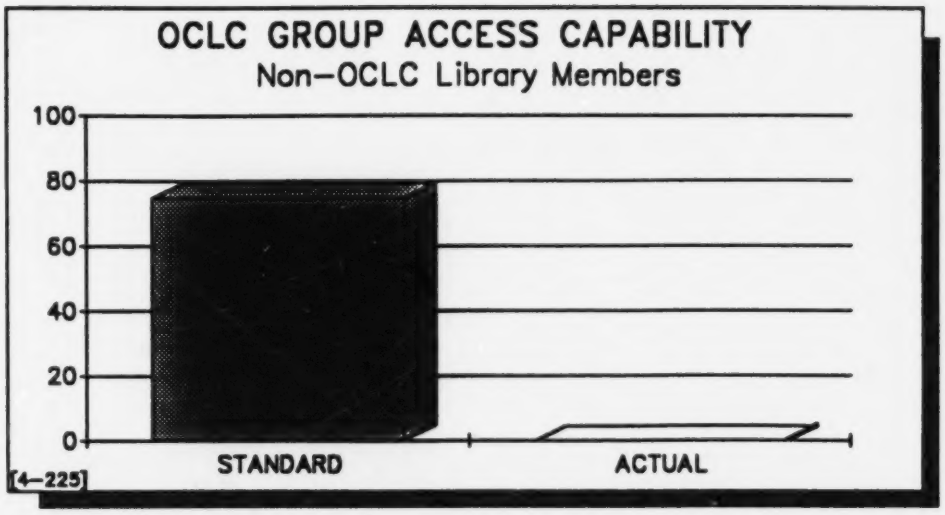
2.24 Add the holdings of fifty percent of the non-OCLC public libraries with over 50,000 titles to the OCLC Group Access Capability database, beginning September 1993.

Standard

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

An administrative standard has been set to have 50 percent of non-OCLC public libraries with collections over 50,000 titles add their holdings to the OCLC Texas GAC. At an average cost of $7,500 per library, an estimated $562,500 is needed to reach the standard.

Need Indicator



ACTION PLAN FOR TASK

2.31 Achieve...system-supported reciprocal borrowing transactions....

2.32 Monitor the number of reciprocal borrowing agreements...between nearby libraries.

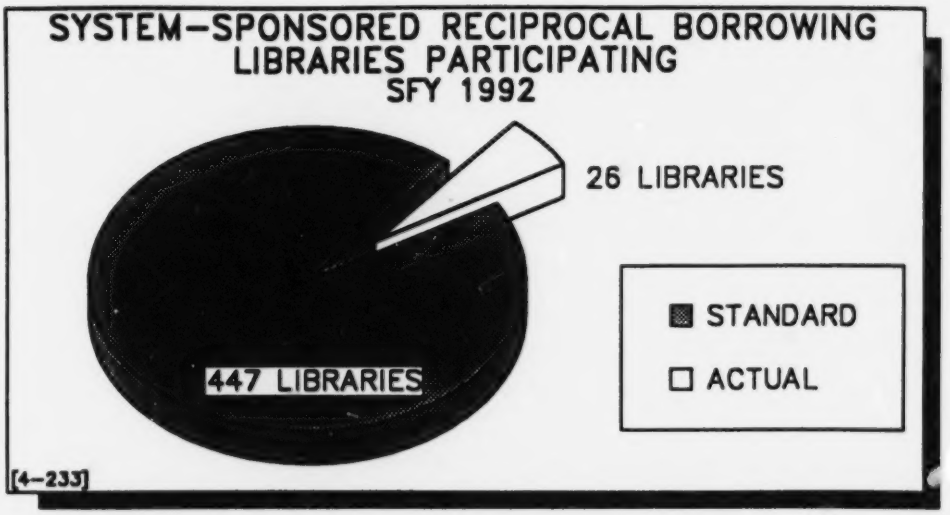
Standard

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"The library should provide access to resources outside the immediate community through interlibrary loan, Major Resource System membership, or other networks. The library participates in Major Resource System-coordinated interlibrary loan. The library participates in Major Resource System-coordinated sharing of resources." (2, Standard "Services, Information Services", p.16).

An administrative standard has been set to have all system member libraries participate in formal reciprocal borrowing agreements with other libraries. The administrative standard for net loans is set at one percent of total circulation. At an average cost of $1.50 per net loan, $956,087 is needed to bring current participation levels up to standard.

Need Indicator



ACTION PLAN FOR TASK

2.41 Award LSCA Title I matching grants...for public libraries to purchase...or link...automated systems.

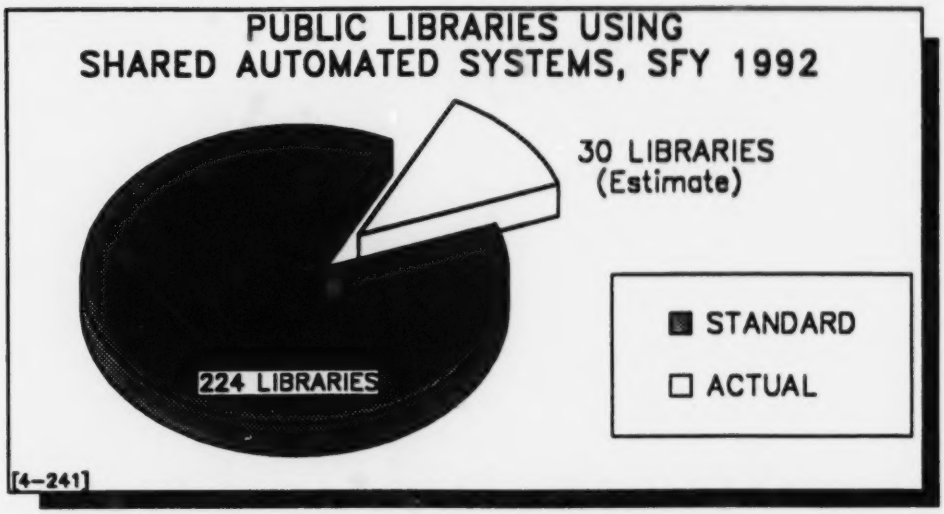
Standard

"All possible administrative and organizational means should be employed to extend local and area-wide resources...." (1, Standard 4.ii., p.18)

"Supportive services for the system should be organized for the greatest economy and efficiency...." (1, Standard, 4.iii., p.18)

An administrative standard has been set to have 50 percent of all system member public libraries share automated systems or link existing systems for the purpose of sharing resources. At $100,000 matching funds per shared or linked system of four libraries, an estimated $4,800,000 is require to reach the standard from the present level of shared automation.

Need Indicator



ACTION PLAN FOR TASK

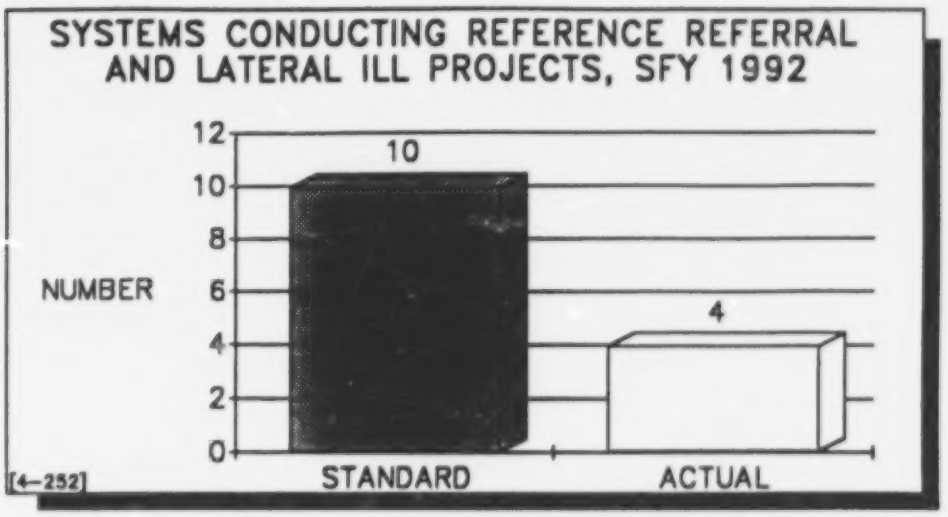
2.51 Achieve...system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan)....

Standard

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p. 17)

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries. At an average cost of $50,000 per system, $300,000 is needed to increase the present level of service to the standard.

Need Indicator



ACTION PLAN FOR TASK

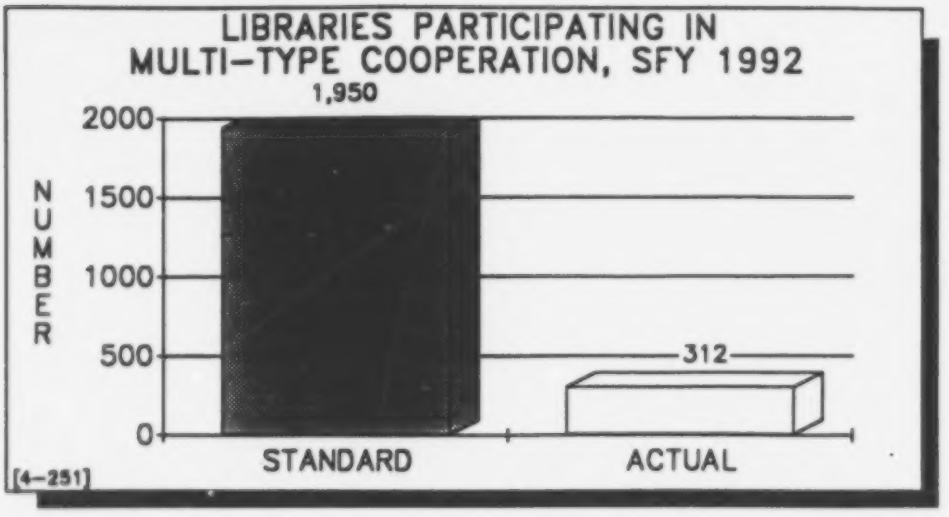
2.52 Award LSCA Title III grants...to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Standard

"The state library agency should assume a leadership role in...plans ...for ...interlibrary cooperation...." (1, Standard 11.ii., p.23)

An administrative standard has been set for 25 percent of all Texas libraries to participate in multitype cooperative organizations and activities. At an average cost of $15,000 per library, $24,570,000 is needed to reach library cooperation standards.

Need Indicator



ACTION PLAN FOR TASK

3.11 Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library services....

3.12 Award establishment grants to newly established public libraries....

3.13 Purchase...library materials annually to support library services for all county residents.

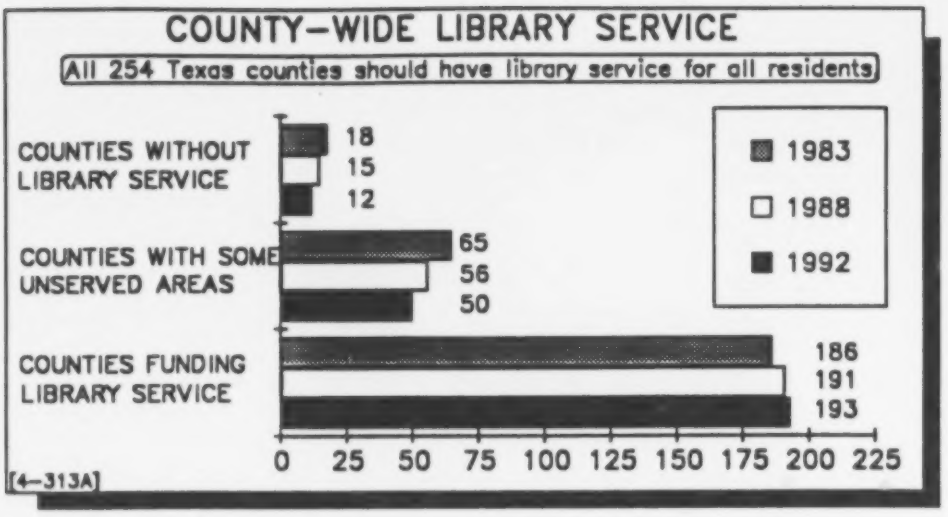
Standard

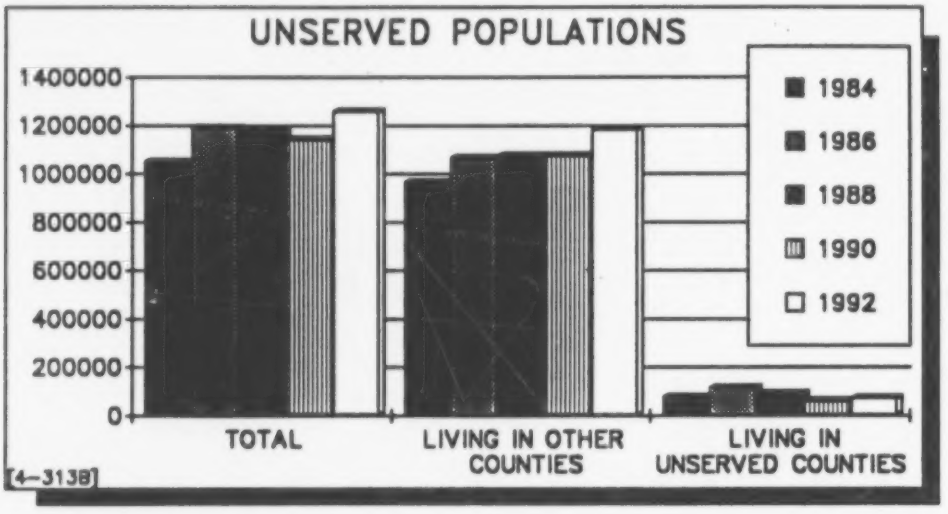
"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2.iii., p.17)

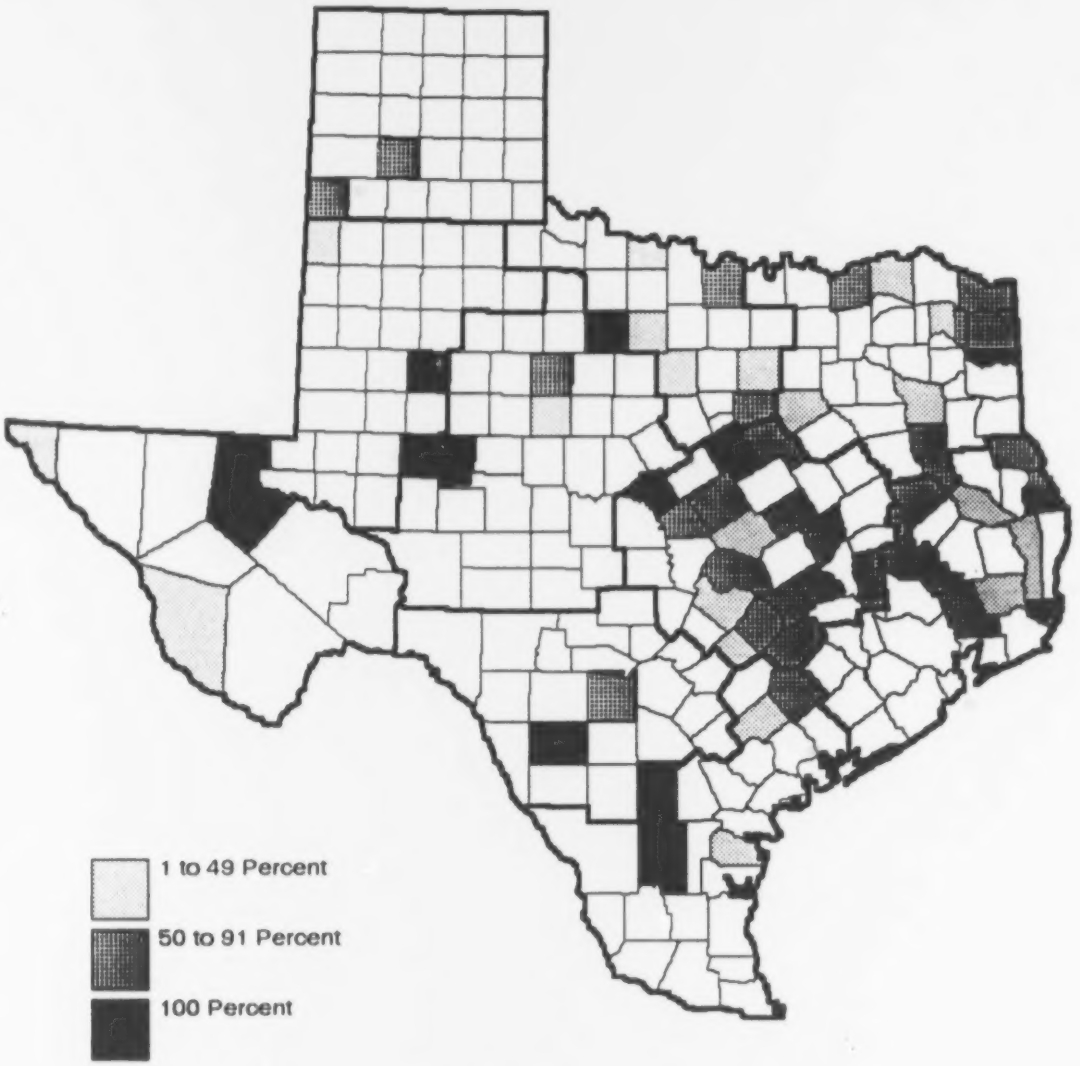
An administrative standard has been set for all Texas counties to provide for and contribute to public library services for their residents. At an average cost of $10.18 per capita, $12,863,570 is needed to bring library service to 1,263,612 citizens who live in counties without library service or in unserved areas of other counties. Library building costs are not included in that amount.

Need Indicator





PERCENT of COUNTY POPULATION UNSERVED



DATANET PLUS MAPPING

Data from "Texas Public Library Statistics for 1991"

72

TEXAS STATE LIBRARY

Library Development Division

ACTION PLAN FOR TASK

3.21 Provide access to direct library service through library systems' books-by-mail programs to...unserved and underserved Texans....

3.22 Record...circulations from system-supported books-by-mail projects.

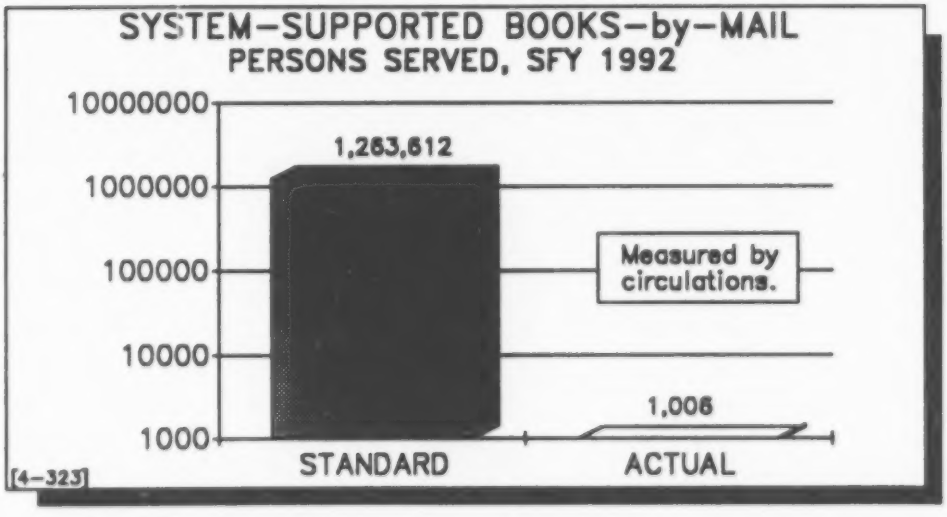
3.23 Study alternatives for providing library services to counties without public libraries and other unserved areas.

Standard

"Every individual should have access to library service freely available in his local community." (1, Standard 1.i., p. 16)

An administrative standard has been set for books-by-mail service, fully or partially supported by the library systems, to be made available to every citizen living in an area without its own library. At $7.50 per circulation, $9,469,545 is needed to raise existing service to standards for the 77,060 persons living in unserved counties, and for the 1,186,552 persons living in other unserved areas of the state.

Need Indicator



ACTION PLAN FOR TASK

4.11 Provide consulting services through the Texas State Library...to librarians, library staff, systems personnel and interested persons.

4.12 Provide consulting hours through the Texas State Library for librarians, library staff, and those interested in library services....

4.13 Provide consulting services through the library systems...to librarians, library staff, governing authorities and advisory boards.

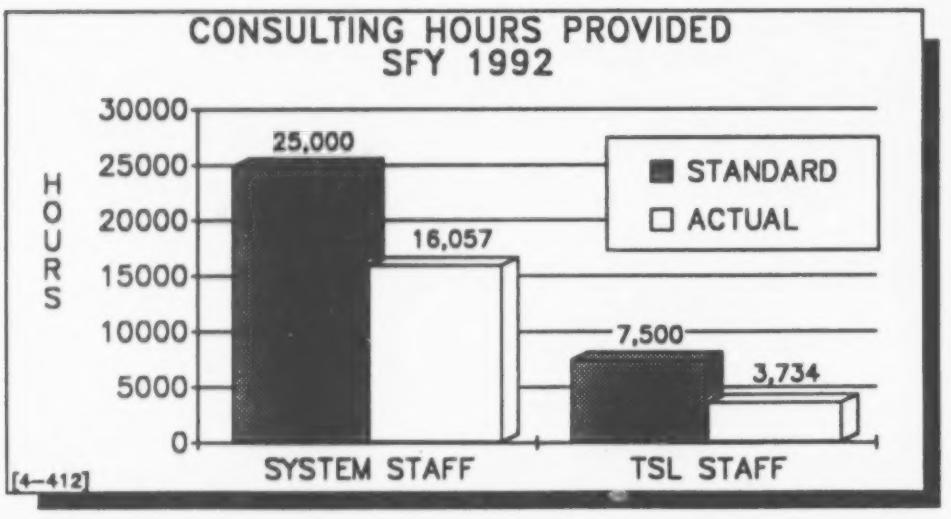
4.14 Provide consulting hours through the library systems for librarians, library staff, and those interested in library services....

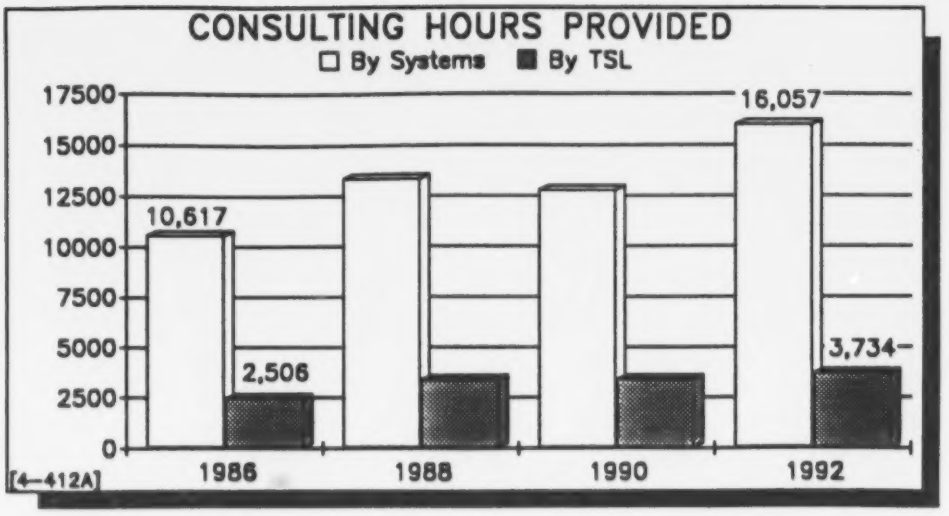
Standard

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement." (1, Standard 11.iii., p. 23)

An administrative standard has been set of 7,500 consulting hours for the Texas State Library staff, and of 25,000 consulting hours per year for the library systems staff. At $32.00 per hour, $406,688 is needed to raise services from the existing number of consulting hours to the standard.

Need Indicator





ACTION PLAN FOR TASK

4.15 Establish a Preservation Office....

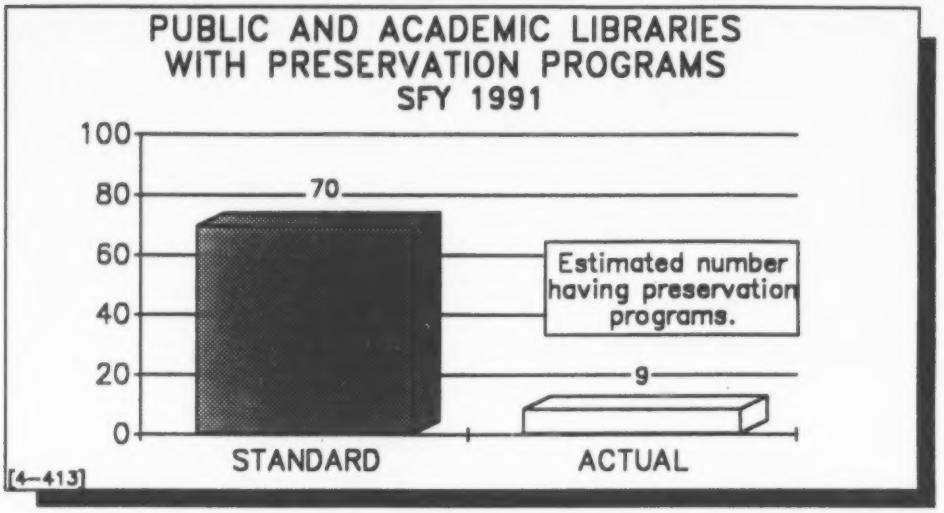
The Texas State Library/Texas Library Association Preservation Task Force submitted a report to the Texas State Library in July 1990 covering the results of the Task Force's investigation into the status of and need for preservation and conservation activity in Texas. As part of its findings, the Task Force recommended that the Texas State Library assume responsibility for preservation and conservation activity in the State and establish an office of preservation to help achieve that goal. The Task Force also found an overwhelming need for preservation and conservation activity. Of 130 libraries contacted in one survey, seven had preservation offices, all in academic institutions. Most reported having problems with the environment, acidic paper, substandard binding, and heavy use of valuable materials. Texas has about 150,000' of archival and other special materials in 300 institutions , with a significant portion printed on unstable paper. In another survey, twenty percent of the respondents acknowledged awareness of the Brittle Books Program, but only one had any plans to establish a program. The Task Force emphasized the need for a public information campaign, for education of librarians, library boards, and the general public, for identification of what materials need to be preserved, for the need of preservation workshops and sources of reliable information, and for state-wide coordination of efforts.

Standard

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement." (1, Standard 11.iii., p.23)

An administrative standard has been established to have preservation programs in 50 percent of public libraries serving 50,000 or more population, and in 50 percent of four year public and private academic institutions by the year 2000.

Need Indicator



ACTION PLAN FOR TASK

4.21 Provide continuing education student hours through the Texas State Library...to librarians, library staff, systems personnel and interested persons.

4.22 Enroll librarians, library staff and those interested in library services in workshops offered by the Texas State Library.

4.23 Provide training and continuing education student hours through the library systems...to librarians, library staff, governing authorities and advisory boards.

4.24 Enroll librarians, library staff, members of governing authorities, advisory boards, and those interested in library services in workshops offered by the library systems....

4.25 Serve as a clearinghouse for library continuing education activities...within the state....

4.26 Provide at least one workshop each biennium through the Texas State Library for trainers, consultants and system coordinators.

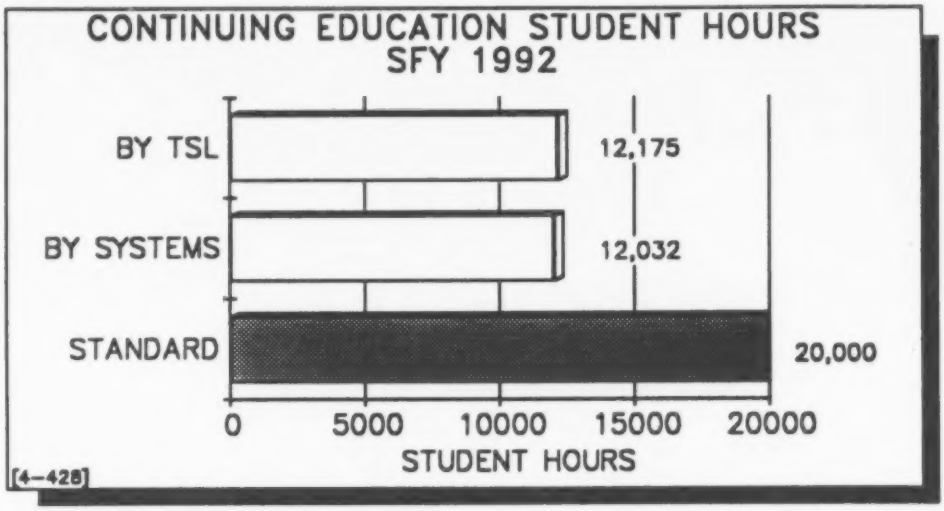
4.27 Provide...basic skills institutes each year beginning in FY1994 for non-degreed librarians....

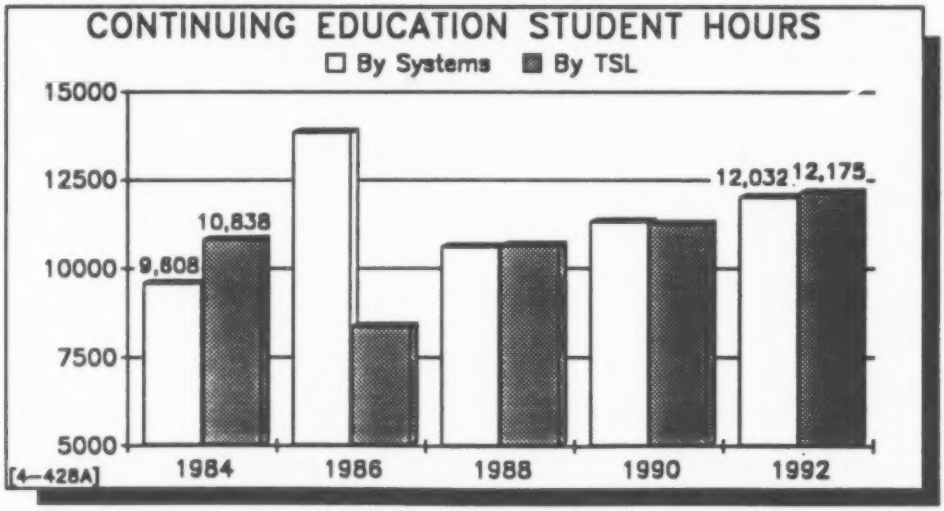
Standard

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-service training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation."
(1, Standard 11.vi., p. 23)

An administrative standard has been set for the Texas State Library and the library systems to provide 40,000 student hours of continuing education annually. At $14.00 per hour, $221,102 is needed to reach standard from the existing level.

Need Indicator





ACTION PLAN
FOR TASK

4.31 Publish Texas Academic Library Statistics and Texas Public Library Statistics annually.

4.32 Collect, edit and forward public library data to the U.S. Department of Education in support of its Federal-State Cooperative System for Public Library Data (FSCS) program.

4.33 Collect, edit and forward academic library data to the U.S. Department of Education in support of its Integrated Postsecondary Education Data System (IPEDS) program.

4.34 Examine trends in public library and Statewide Library Development program performance....

4.35 Publish annual performance statistics for Statewide Library Development programs in the Division newsletter....

Standard

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans."
(1, Standard 11.v., p. 23)

Need Indicator

In order to meet the standard for dissemination of information, there is a need to continue with the activities (4.31-4.35) listed above.

ACTION PLAN
FOR TASK

4.41 Promote and distribute resources available from the Library Science Collection....

4.42 Distribute...informational materials...through the Library Science Collection and Continuing Education and Consulting Department....

4.43 Provide a jobline service...to assist librarians seeking new employment....

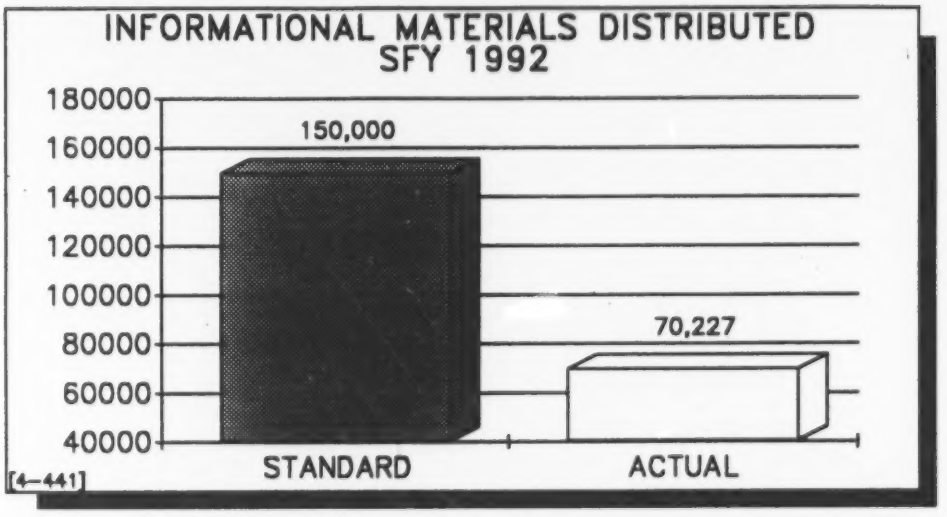
Standard

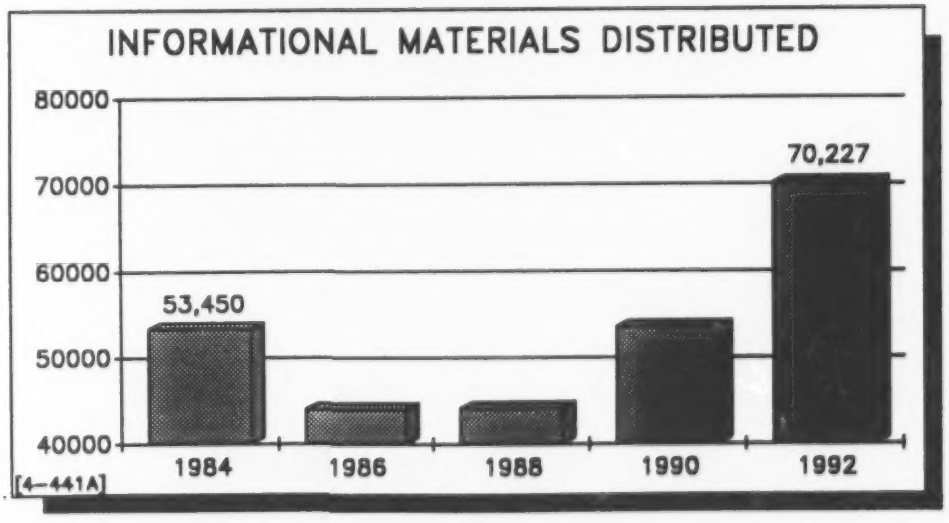
"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p.33)

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans."
(1, Standard 11. v., p.23)

Need Indicator

An administrative objective has been set to distribute/circulate 150,000 informational materials to librarians, library staff, trustees and other interested persons. At an average cost of $2.25 per item distributed/circulated, an estimated $179,489 is needed to reach the standard from the existing level of service.





ACTION PLANS FOR TASK

5.11 Maintain expenditures...by the library systems for library materials and services which will impact disadvantaged persons....

5.12 Provide assistance to local libraries to improve services to limited English-speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection.

5.13 Provide grants to local public libraries to develop services for targeted populations....

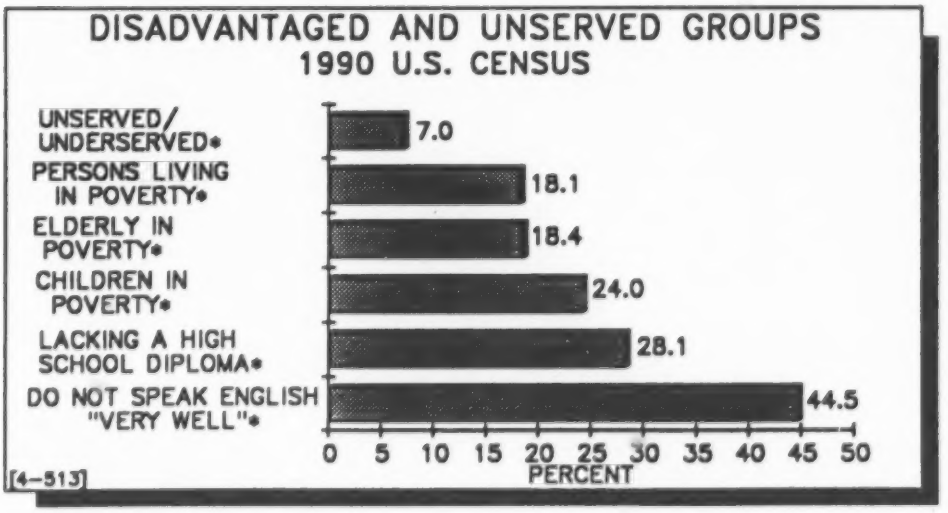
5.14 Purchase library materials annually to support library services for disadvantaged groups.

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p.33)

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting disadvantaged population groups.

Need Indicator



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* "Unserved/underserved" and "persons living in poverty" represent percentages of the total state population. "Elderly in poverty" and "children in poverty" represent percentages within each group. "Lacking a high school diploma" represents the percentage of those 18 years of age and over. "Do not speak English 'very well'" represents the percentage of those 5 years of age and over who speak a language other than English at home. Absolute percentages are not available for all categories at this time.

According to the 1990 U.S. Census a significant portion of the Texas population falls into one or more disadvantaged groups or groups that are unserved or underserved by public libraries. The following tables indicate that the disadvantaged and underserved populations are not confined to any particular region of the state, but are distributed throughout Texas.

DISADVANTAGED AND UNDERSERVED POPULATIONS

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY				PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
		TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent			
TEXAS	-8.2	18.1	24.0	18.4	14.1	44.5	28.1	1,263,612
Anderson County	-33.3	18.4	24.6	22.9	15.1	41.0	32.9	
Andrews County	-26.3	16.8	21.4	15.2	13.5	40.5	39.6	
Angelina County	-20.0	18.7	25.2	19.3	14.5	43.7	34.3	3,345
Aransas County	-19.0	25.2	39.0	15.7	20.9	38.9	33.5	
Archer County	-16.7	11.6	13.7	20.1	8.9	55.9	27.1	
Armstrong County	-20.3	11.8	16.2	14.7	11.0	36.5	22.3	
Atascosa County	-39.9	29.9	39.3	28.7	24.1	43.3	40.1	
Austin County	-15.8	16.4	17.9	26.9	12.4	39.8	36.8	
Bailey County	-28.6	24.0	32.6	22.9	19.0	43.0	46.6	2,493
Bandera County	-9.0	14.2	17.8	10.5	10.5	38.1	23.4	
Bastrop County	-26.7	17.9	23.2	20.5	13.6	39.9	32.4	26,177
Baylor County	-21.5	23.7	30.8	25.7	16.3	25.6	37.3	
Bee County	-38.7	27.4	34.5	30.1	22.9	38.9	34.1	
Bell County	-22.4	15.2	20.9	16.6	12.2	33.2	20.2	51,792
Bexar County	-15.9	19.9	28.1	17.4	16.2	39.8	27.4	
Blanco County	-11.9	17.0	20.7	13.6	13.8	43.5	31.0	
Borden County	24.7	15.0	26.0	13.3	10.5	37.4	29.4	799
Bosque County	-21.8	16.2	21.2	16.9	11.8	48.8	35.4	15,125
Bowie County	-15.7	17.1	23.0	19.9	13.2	36.4	28.1	41,219
Brazoria County	-4.2	10.4	12.5	15.4	7.7	37.4	25.7	
Brazos County	-21.9	26.7	22.3	17.3	14.9	37.5	15.0	
Brewster County	-23.7	27.6	30.9	27.4	22.4	42.4	24.9	
Briscoe County	-28.5	26.1	37.1	23.3	19.4	39.8	37.1	
Brooks County	-52.9	36.8	44.5	34.2	31.1	40.8	53.3	
Brown County	-30.3	20.7	25.8	22.1	16.9	36.5	32.9	
Burleson County	-33.5	22.1	25.7	26.5	17.7	27.9	41.5	10,444

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY				PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
		TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent			
Burnet County	-18.0	17.7	24.2	12.5	14.6	30.6	31.4	
Caldwell County	-34.3	30.9	38.2	25.8	22.1	43.5	39.9	12,526
Calhoun County	-26.2	18.7	23.1	19.1	14.9	42.0	36.1	
Callahan County	-26.4	20.1	25.9	23.9	14.3	36.6	31.6	
Cameron County	-49.3	39.7	50.5	26.9	33.7	51.2	49.2	
Camp County	-29.3	22.5	32.6	22.1	16.9	54.9	37.4	
Carson County	-16.7	9.0	10.6	7.9	7.4	48.7	23.9	
Cass County	-33.2	23.0	30.1	26.0	18.9	30.5	33.0	23,864
Castro County	-46.6	29.3	38.0	22.0	24.3	38.7	42.6	
Chambers County	-13.1	12.4	12.5	19.6	10.5	50.1	31.7	
Cherokee County	-34.6	21.6	28.2	25.0	16.9	48.2	37.3	23,918
Childress County	-29.7	30.9	45.1	18.3	24.1	51.8	40.0	
Clay County	-21.9	11.2	12.7	17.4	9.1	38.9	31.1	
Cochran County	-39.3	28.3	37.8	20.8	21.8	42.9	42.1	
Coke County	-27.3	18.1	23.6	21.5	14.0	22.4	35.6	
Coleman County	-33.5	24.9	35.5	22.4	19.8	39.1	41.3	
Collin County	45.8	5.8	6.6	12.5	3.9	38.3	13.3	
Collingsworth County	-33.0	28.5	38.4	25.3	24.1	35.0	37.0	
Colorado County	-26.2	21.3	25.6	24.8	16.6	39.7	41.6	
Comal County	-4.7	12.9	18.2	11.3	9.6	38.1	24.6	
Comanche County	-31.2	21.6	26.4	26.1	16.4	41.0	42.4	
Concho County	-42.2	25.8	34.0	26.8	21.3	47.7	47.4	
Cooke County	-17.5	16.4	21.6	17.3	12.9	43.5	28.4	
Coryell County	-36.5	11.4	14.2	16.9	9.0	33.6	18.1	34,154
Cottle County	-26.8	29.8	46.9	20.6	22.1	26.7	47.9	
Crane County	-23.5	15.1	20.3	13.9	11.2	20.5	29.9	
Crockett County	-27.2	25.2	38.8	26.1	20.0	39.5	42.4	
Crosby County	-38.8	29.5	39.9	19.8	22.7	22.2	46.7	
Culberson County	-45.7	29.8	38.1	27.9	26.2	36.5	49.3	
Dallam County	-34.2	18.1	25.2	10.7	16.0	33.6	34.4	
Dallas County	15.5	13.5	18.7	12.8	10.4	47.7	24.3	
Dawson County	-32.2	30.5	41.9	21.1	24.6	50.0	46.0	
DeWitt County	-32.0	25.3	31.9	32.5	19.8	39.8	44.2	4,322
Deaf Smith County	-33.9	27.7	35.6	27.1	23.1	51.0	42.1	
Delta County	-29.9	22.3	30.1	26.6	16.2	17.4	34.6	
Denton County	-14.5	8.2	6.9	9.3	4.5	35.6	13.4	
Dickens County	-39.8	31.3	38.6	34.9	25.6	44.8	39.3	
Dimmit County	-61.7	48.9	56.3	44.9	43.5	52.1	56.7	
Donley County	-33.2	21.3	23.6	23.5	17.1	30.7	30.4	
Duval County	-49.3	39.0	47.1	39.6	34.0	49.1	50.9	12,918
Eastland County	-37.9	22.8	27.7	22.9	17.3	28.4	35.4	
Ector County	-22.5	20.4	27.5	15.5	16.6	42.8	33.5	
Edwards County	-46.4	41.7	56.9	38.5	32.5	47.5	43.5	
El Paso County	-34.9	26.8	35.9	21.3	22.4	46.7	35.6	9,698

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent	PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
Ellis County	-13.2	12.6	14.7	20.5	10.3	38.4	29.0	38,835
Erath County	-23.0	20.9	21.0	23.7	13.0	45.0	25.3	
Falls County	-38.8	27.5	35.6	30.1	23.5	43.2	40.7	11,326
Fannin County	-26.8	18.8	23.1	24.7	14.5	40.6	35.9	14,693
Fayette County	-23.4	18.6	20.3	24.7	14.5	43.2	41.9	12,394
Fisher County	-30.6	26.2	36.7	23.0	17.9	35.8	37.2	
Floyd County	-32.0	27.1	39.2	15.5	20.8	34.4	41.4	
Foard County	-34.4	20.1	22.8	21.7	15.7	36.0	37.2	
Fort Bend County	14.2	8.9	10.7	13.2	6.9	37.3	20.9	
Franklin County	-12.0	17.0	20.3	19.9	13.7	43.1	35.0	
Freestone County	-23.6	19.4	20.2	28.4	15.1	44.2	34.3	
Frio County	-52.9	39.1	46.6	45.9	34.9	48.8	48.0	
Gaines County	-34.5	27.3	36.7	20.1	19.8	44.0	48.0	
Galveston County	-0.5	15.5	20.6	16.3	12.5	36.2	24.7	
Garza County	-35.2	23.1	27.6	27.8	16.2	36.1	42.2	
Gillespie County	-14.3	14.2	16.5	15.3	9.6	36.0	32.1	
Glasscock County	15.4	22.3	31.4	4.7	17.0	58.3	36.6	1,447
Goliad County	-22.7	17.9	19.6	29.1	15.2	52.6	36.8	
Gonzales County	-34.2	29.1	36.0	30.9	24.2	43.4	44.5	
Gray County	-9.2	13.6	17.3	15.2	10.0	38.5	29.5	
Grayson County	-13.2	13.8	16.4	18.3	10.3	35.0	27.5	
Gregg County	-11.4	16.8	22.4	17.7	13.4	39.9	25.0	
Grimes County	-36.6	24.5	29.5	28.7	20.2	33.6	42.4	12,532
Guadalupe County	-19.4	17.8	24.0	19.5	13.5	40.0	30.6	
Hale County	-29.4	22.8	30.8	18.1	18.0	37.6	39.7	
Hall County	-33.3	29.1	41.4	27.1	21.5	45.5	39.4	
Hamilton County	-20.4	17.8	19.9	26.8	13.1	32.9	36.2	
Hansford County	-13.7	12.5	17.4	11.3	9.7	55.1	29.6	
Hardeman County	-25.3	20.3	27.5	16.4	14.8	62.2	38.6	
Hardin County	-20.5	15.0	18.4	17.3	12.0	29.5	29.1	9,878
Harris County	8.1	15.7	21.1	15.8	12.5	46.8	26.5	
Harrison County	-27.6	20.5	26.1	24.3	15.9	48.1	29.0	
Hartley County	1.4	10.4	16.0	10.0	6.6	26.7	16.6	
Haskell County	-28.2	20.8	28.6	18.5	15.5	26.3	41.6	
Hays County	-18.8	20.9	18.2	17.9	12.2	37.7	19.2	
Hemphill County	1.3	9.6	10.7	11.7	7.5	64.4	27.9	
Henderson County	-24.0	18.1	24.3	16.0	13.6	44.0	35.3	
Hidalgo County	-52.8	41.9	52.6	28.4	36.3	53.2	51.6	
Hill County	-23.9	21.7	28.4	25.0	16.3	37.2	38.0	18,145
Hockley County	-24.3	20.1	25.3	20.3	15.9	37.4	34.6	
Hood County	6.4	9.7	12.2	12.6	7.2	35.0	25.3	
Hopkins County	-21.4	18.4	22.3	27.0	15.7	45.6	37.1	
Houston County	-29.1	25.6	33.3	28.1	20.1	47.1	36.8	14,351
Howard County	-24.3	20.4	29.2	16.1	16.8	40.5	35.3	
Hudspeth County	-43.1	38.9	54.6	33.9	32.4	51.0	51.9	

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY				PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
		TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent			
Hunt County	-15.8	15.3	18.9	19.6	11.2	43.3	30.4	
Hutchinson County	-16.9	13.5	16.6	13.7	10.2	41.3	28.4	
Irion County	-17.1	13.5	14.8	18.1	11.3	36.3	30.4	
Jack County	-21.7	18.1	24.7	18.7	12.8	48.1	38.0	
Jackson County	-27.3	21.0	26.5	24.8	17.5	33.8	43.2	
Jasper County	-31.3	20.2	25.3	22.7	15.8	36.2	35.0	12,532
Jeff Davis County	-29.1	19.7	24.8	22.0	15.0	52.4	31.7	
Jefferson County	-12.2	19.5	27.6	16.0	15.5	38.7	25.3	
Jim Hogg County	-51.3	35.3	42.7	36.6	34.6	46.4	49.0	
Jim Wells County	-42.5	30.3	35.5	32.5	26.7	44.5	44.1	
Johnson County	-14.3	11.6	15.0	16.0	8.8	34.7	28.8	55,929
Jones County	-29.5	21.1	27.5	21.5	16.8	36.9	38.6	10,029
Karnes County	-41.5	36.5	46.6	34.8	31.3	37.8	47.2	
Kaufman County	-17.7	15.8	19.3	20.2	12.3	38.4	32.3	
Kendall County	-4.5	15.4	20.7	15.9	12.5	39.9	20.0	
Kenedy County	-34.5	21.3	26.7	22.0	13.4	57.9	55.3	
Kent County	-28.3	21.6	29.0	29.9	17.0	71.8	37.8	
Kerr County	-8.3	15.0	20.6	10.3	10.4	32.3	25.2	
Kimble County	-19.1	19.5	27.2	20.0	14.0	28.9	37.1	
King County	-14.5	7.3	9.8	0.0	7.4	46.6	27.3	
Kinney County	-43.6	28.6	40.8	18.1	22.0	32.7	44.6	
Kleberg County	-31.9	27.4	35.0	23.6	22.2	39.5	33.4	
Knox County	-34.3	23.6	32.8	21.5	17.5	32.6	41.8	
La Salle County	-42.2	37.0	47.1	39.8	32.3	52.0	55.7	
Lamar County	-25.2	20.1	27.0	23.0	16.1	31.9	31.8	19,250
Lamb County	-33.4	27.1	38.5	21.3	20.9	39.1	43.4	
Lampasas County	-24.7	20.0	26.6	17.1	16.2	28.7	30.7	7,139
Lavaca County	-26.8	18.2	21.8	25.9	13.5	35.8	43.2	15,972
Lee County	-27.1	17.8	20.8	25.9	13.4	35.1	38.4	8,761
Leon County	-26.1	21.3	24.2	22.9	17.2	35.0	32.7	
Liberty County	-29.4	18.1	21.7	23.2	14.7	44.5	37.8	32,718
Limestone County	-30.7	24.1	27.5	25.5	17.8	42.1	40.0	
Lipscomb County	-14.7	13.5	16.7	16.4	9.1	54.4	27.6	
Live Oak County	-28.5	22.5	29.1	22.6	17.4	41.1	38.3	
Llano County	-11.5	16.6	19.9	15.1	12.1	38.1	29.0	
Loving County	-11.2	0.0	0.0	0.0	0.0	0.0	41.8	107
Lubbock County	-14.6	19.0	22.5	14.5	13.2	37.3	23.5	
Lynn County	-29.5	32.5	45.7	24.3	26.5	31.9	45.0	
Madison County	-37.6	27.3	38.0	27.1	23.1	46.0	42.0	
Marion County	-34.6	30.6	44.5	26.6	23.4	35.6	40.3	9,984
Martin County	-29.8	23.9	35.0	20.9	17.0	30.2	44.7	
Mason County	-39.0	27.8	31.7	34.3	23.4	30.3	35.3	
Matagorda County	-19.1	20.7	25.5	22.1	16.1	36.5	32.8	
Maverick County	-63.1	50.4	58.0	45.5	45.6	60.1	61.8	
McCulloch County	-37.1	27.6	34.6	25.7	19.2	41.0	37.8	

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY				PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
		TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent			
McLennan County	-20.4	20.6	24.8	17.2	13.9	37.1	26.3	
McMullen County	-4.1	18.1	21.0	21.3	15.1	57.5	37.1	817
Medina County	-30.2	23.6	29.4	25.2	19.0	38.6	38.1	15,207
Menard County	-33.7	31.1	42.5	24.4	24.2	30.4	42.1	
Midland County	9.7	14.5	18.6	13.8	11.5	41.3	25.1	
Milam County	-26.3	23.6	29.4	24.9	19.3	41.6	38.7	
Mills County	-26.2	23.0	26.9	23.8	16.7	31.4	38.5	4,531
Mitchell County	-31.9	23.3	29.3	21.3	17.7	39.0	40.6	
Montague County	-25.9	18.5	21.5	23.4	15.1	33.7	36.8	9,414
Montgomery County	1.6	12.1	15.1	15.6	9.4	42.1	25.5	
Moore County	-20.4	13.1	16.5	13.9	11.2	52.9	39.8	
Morris County	-26.4	23.3	32.5	25.3	19.0	34.6	31.8	10,628
Motley County	-36.0	23.0	32.3	19.6	18.1	22.7	37.8	
Nacogdoches County	-30.1	25.2	24.5	23.8	15.9	41.7	24.1	
Navarro County	-25.5	19.6	23.5	22.2	15.8	45.2	35.1	
Newton County	-44.8	26.5	30.7	25.2	22.0	30.3	40.7	
Nolan County	-30.7	21.3	27.7	20.5	16.9	29.8	37.1	
Nueces County	-18.9	20.8	27.7	20.2	17.2	37.6	31.6	31,459
Ochiltree County	-5.2	13.7	15.2	6.9	10.7	59.6	31.7	
Oldham County	-24.8	16.1	23.3	15.6	10.4	39.2	27.7	
Orange County	-18.3	15.3	20.4	17.3	12.5	32.9	27.7	42,159
Palo Pinto County	-29.0	19.5	25.9	20.5	14.8	37.9	35.5	10,185
Panola County	-23.9	20.7	25.3	25.2	17.0	47.4	31.8	
Parker County	-7.8	10.7	13.9	14.1	8.3	31.2	26.1	
Parmer County	-35.4	24.2	30.2	23.8	20.2	41.9	46.3	6,175
Pecos County	-35.0	29.6	35.9	33.5	25.0	42.7	41.8	
Polk County	-29.1	21.4	26.7	21.9	17.9	39.5	41.1	
Potter County	-27.2	22.5	30.6	17.2	18.2	40.5	33.7	
Presidio County	-54.9	48.1	58.7	49.9	40.2	48.5	57.6	1,141
Rains County	-23.8	15.0	18.6	20.1	10.6	43.6	36.8	
Randall County	9.3	8.9	10.4	8.6	6.3	26.8	14.6	78,308
Reagan County	-27.1	11.2	13.6	19.3	9.1	36.5	37.5	
Real County	-41.8	30.5	35.3	29.2	23.7	35.7	40.7	
Red River County	-39.7	27.2	34.8	31.9	22.0	45.9	42.0	
Reeves County	-44.8	28.8	34.2	32.9	24.4	44.2	54.4	15,852
Refugio County	-25.3	24.1	31.2	21.4	20.5	38.4	36.9	
Roberts County	11.5	6.2	7.8	10.3	4.9	39.5	20.2	
Robertson County	-31.0	28.4	37.8	30.6	21.9	37.9	42.9	10,379
Rockwall County	27.9	6.5	6.8	10.7	5.1	36.7	17.5	
Runnels County	-31.7	17.1	19.0	23.2	14.4	42.2	43.4	
Rusk County	-28.0	20.1	26.3	22.6	15.2	52.1	33.2	
Sabine County	-25.0	19.2	25.8	18.0	14.4	34.9	39.4	8,704
San Augustine County	-42.0	29.7	39.8	33.4	24.7	38.0	42.0	
San Jacinto County	-31.3	23.6	29.0	22.4	19.2	30.8	40.5	14,022
San Patricio County	-33.0	25.3	33.6	21.4	20.4	44.8	39.2	
San Saba County	-23.3	33.8	46.0	32.5	26.9	26.9	37.6	
Schleicher County	-24.5	19.9	26.1	19.4	13.8	45.7	38.3	
Scurry County	-26.5	17.7	24.0	15.9	13.7	39.7	34.9	
Shackelford County	-18.3	17.8	23.8	16.9	12.2	23.0	34.3	

	U.S. CENSUS, 1990*							
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE Percent	THOSE LIVING IN POVERTY TOTAL Percent	CHILDREN Percent	ELDERLY Percent	FAMILIES Percent	PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL"* Percent	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA Percent	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
Shelby County	-32.4	24.9	32.5	29.1	20.3	53.1	42.1	17,084
Sherman County	-26.1	14.4	17.8	9.5	10.8	55.6	31.3	
Smith County	-9.4	16.5	21.8	17.0	12.6	43.4	24.9	71,827
Somervell County	-15.4	17.1	20.6	25.0	13.1	39.5	32.6	
Starr County	-70.5	60.0	67.9	53.8	56.5	65.2	65.8	
Stephens County	-26.4	21.8	25.5	20.6	17.0	22.8	33.6	
Sterling County	-9.7	14.3	18.7	16.5	10.9	29.2	32.5	1,438
Stonewall County	-27.2	16.5	22.0	20.0	11.5	32.7	34.4	
Sutton County	-22.3	19.0	20.4	28.5	14.0	41.2	38.9	
Swisher County	-31.1	24.3	35.0	20.5	18.5	34.4	38.6	
Tarrant County	8.0	11.0	14.4	11.7	8.2	42.2	21.2	92,069
Taylor County	-16.1	15.4	19.1	16.1	11.2	36.0	23.7	13,001
Terrell County	-27.8	27.4	38.5	19.3	20.6	43.2	33.0	
Terry County	-22.8	25.5	35.3	18.8	19.7	41.2	42.2	
Throckmorton County	-25.3	18.0	24.0	19.2	14.6	19.5	30.1	1,880
Titus County	-20.6	19.8	24.7	24.6	16.2	50.6	34.4	11,718
Tom Green County	-18.3	17.3	21.8	16.3	12.9	38.2	27.7	
Travis County	7.6	16.0	18.8	11.1	10.2	36.1	16.4	93,082
Trinity County	-31.7	25.4	36.2	23.1	20.1	30.5	38.3	
Tyler County	-30.8	18.3	22.5	18.1	14.6	23.3	37.3	
Upshur County	-27.1	17.8	20.8	22.7	14.4	36.9	32.1	
Upton County	-32.4	17.7	22.4	23.7	14.7	37.7	37.9	
Uvalde County	-38.7	31.1	40.8	22.4	25.2	45.5	44.0	
Val Verde County	-43.8	36.4	46.9	30.7	29.4	46.5	42.4	
Van Zandt County	-28.0	17.4	19.9	21.6	14.3	47.8	37.7	
Victoria County	-13.3	17.6	23.1	19.4	14.3	34.9	29.9	
Walker County	-28.2	22.3	21.4	22.6	14.0	35.5	23.7	26,909
Waller County	-26.8	21.3	24.0	23.2	16.7	43.7	25.9	
Ward County	-29.1	20.1	23.6	23.7	17.4	34.5	37.8	
Washington County	-21.5	18.1	19.9	26.1	13.9	38.0	35.7	
Webb County	-51.8	38.2	47.2	35.1	33.1	53.8	50.7	
Wharton County	-22.4	21.3	27.9	24.7	16.9	39.1	38.2	
Wheeler County	-26.2	17.1	21.9	20.4	12.4	30.5	34.4	
Wichita County	-17.2	15.9	20.7	15.8	12.5	36.8	24.1	6,789
Wilbarger County	-30.1	19.3	25.7	23.0	15.5	39.8	37.6	
Willacy County	-56.8	44.5	56.9	34.8	37.6	53.5	54.8	
Williamson County	-4.1	10.1	11.7	18.2	7.6	35.3	19.3	72,926
Wilson County	-30.8	20.7	24.5	28.7	17.0	40.9	39.1	
Winkler County	-30.0	21.6	26.6	19.4	17.3	53.1	43.2	
Wise County	-19.6	14.0	16.7	18.9	11.1	50.5	33.1	
Wood County	-22.2	18.1	24.9	17.6	13.1	36.2	34.1	
Yoakum County	-24.7	19.6	24.6	11.5	16.5	37.9	38.4	
Young County	-19.1	16.2	19.0	21.0	11.9	37.4	40.3	4,930
Zapata County	-53.5	41.0	52.1	27.0	36.0	54.5	48.3	
Zavala County	-65.7	50.4	59.4	58.3	46.1	49.5	58.4	12,162

* Data taken directly from the U.S. Census, or derived from the Census.
* Persons age 5 and over... based on those who speak a language other then English at home.
* Persons without library service reside in counties without library service or in unserved areas of other counties. Service is not generally available to either group except through payment of non-resident user fees.

DISADVANTAGED AND UNDERSERVED POPULATIONS by SYSTEM

	U.S. CENSUS, 1990*						
	PER CAPITA INCOME ABOVE/BELOW NATIONAL AVERAGE PERCENT	THOSE LIVING IN POVERTY				PERSONS AGE 5 AND OVER WHO CANNOT SPEAK ENGLISH "VERY WELL" PERCENT	PERSONS 18 OR OVER WITHOUT A H.S. DIPLOMA* PERCENT	PERSONS WITHOUT LIBRARY SERVICE OR UNDERSERVED*
		TOTAL PERCENT	CHILDREN PERCENT	ELDERLY PERCENT	FAMILIES PERCENT			
Big Country	-27.8	20.7	26.8	22.0	15.8	35.5	36.7	26,348
Central Texas	-23.9	20.9	25.2	22.2	15.8	37.3	32.9	401,433
Houston Area	-21.1	19.5	24.1	21.4	15.2	38.5	33.1	181,702
Northeast Texas	-18.8	18.2	23.5	21.3	14.2	41.3	31.8	265,936
North Texas	-17.0	16.4	20.6	18.8	12.2	39.6	31.9	179,316
San Antonio Area	-34.2	29.2	36.8	28.1	24.2	42.6	40.2	27,369
South Texas	-36.4	29.5	36.8	28.0	25.0	45.7	43.7	65,488
Texas Panhandle	-20.6	17.9	23.6	16.3	14.0	42.8	31.8	84,483
Texas Trans-Pecos	-37.7	30.7	39.1	29.8	25.4	45.3	42.2	26,691
West Texas	-23.5	21.5	28.8	17.5	16.9	37.7	38.4	4,846

* Data shows county averages for each system, except for "Persons Without Library Service...."

ACTION PLAN FOR TASK

5.21 Increase materials available in state institutional libraries....

Standard

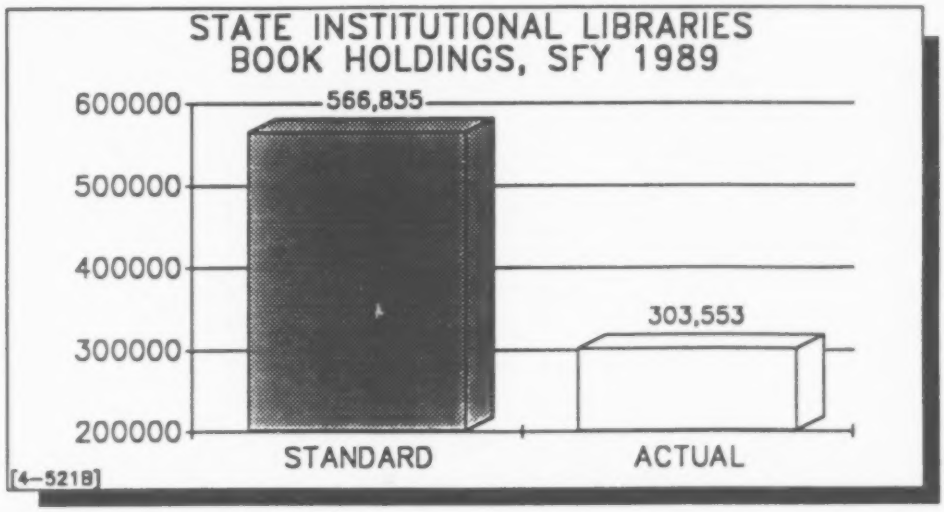
The standards used to evaluate libraries serving the different types of state institutions are found on the pages immediately following each type of institution. The standard used for "Other Institutions" is an adaptation of that used for adult correctional institutions

Need Indicator

There are over 49,600 (Aug. 1989) persons residing in state institutions, which vary widely as to the number of residents and the amount of money available to provide library materials. Since there is no coordinating authority among state agencies concerned with residential institutions, the Texas State Library must provide leadership for library service within these facilities.

The results of a 1989 survey of libraries in state residential institutions clearly reveals the existence of substandard conditions in every area of library service. Details of the survey are shown in the following tables.

To bring just two deficient areas up to standard would require adding 231 staff members at $28,000 each, including benefits, for a total of $6,468,000, and purchasing 263,282 books at $18.00 each, for a total of $4,739,076.



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ADULT CORRECTIONAL INSTITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Texas Dept. of Corrections	38,398	191,990	222,415	0	2,451	112	2,339	20	28	0
TDC UNITS										
Beto I	2,507	12,535	15,766	0	208	.	.	20	.	.
Beto I MROP	614	12,000	7,445	4,555	90	.	.	20	.	.
Beto II	996	12,000	5,214	6,786	114	.	.	20	.	.
Central	695	12,000	4,540	7,460	95	.	.	20	.	.
Clemens	1,009	12,000	8,343	3,657	114	.	.	20	.	.
Coffield	2,932	14,660	14,061	599	235	.	.	20	.	.
Darrington	1,650	12,000	8,756	3,244	154	.	.	20	.	.
Diagnostic	1,275	12,000	1,560	10,440	131	.	.	20	.	.
Eastham	2,092	12,000	11,249	751	182	.	.	20	.	.
Ellis I	2,029	12,000	8,940	3,060	178	.	.	20	.	.
Ellis II	1,850	12,000	12,127	0	167	.	.	20	.	.
Ferguson	2,186	12,000	9,034	2,966	188	.	.	20	.	.
Gatesville: Reception	.	12,000	779	11,221	70	.	.	20	.	.
Gatesville: Riverside	1,075	12,000	3,001	8,999	118	.	.	20	.	.
Gatesville: Terrace	.	12,000	2,964	9,036	70	.	.	20	.	.
Gatesville: Valley	.	12,000	2,578	9,422	70	.	.	20	.	.
Goree	1,095	12,000	6,685	5,315	120	.	.	20	.	.
Hilltop: Hackberry	.	12,000	2,264	9,736	70	.	.	20	.	.
Hilltop: Hilltop	1,162	12,000	2,323	9,677	124	.	.	20	.	.
Hilltop: Sycamore	.	12,000	2,187	9,813	70	.	.	20	.	.
Huntsville	1,764	12,000	9,069	2,931	162	.	.	20	.	.
Jester I	314	12,000	2,288	9,712	71	.	.	20	.	.
Jester II	319	12,000	3,174	8,826	71	.	.	20	.	.
Jester III	808	12,000	5,227	6,773	102	.	.	20	.	.
Michael	2,284	12,000	12,307	0	194	.	.	20	.	.
Mountain View	597	12,000	5,873	6,127	89	.	.	20	.	.
Pack I	808	12,000	5,528	6,472	102	.	.	20	.	.
Pack II	1,118	12,000	5,853	6,147	121	.	.	20	.	.
Professional	•	12,000	786	11,214	70	.	.	20	.	.
Ramsey I	1,536	12,000	8,850	3,150	147	.	.	20	.	.
Ramsey II	975	12,000	8,218	3,782	112	.	.	20	.	.
Ramsey III	1,187	12,000	7,417	4,583	125	.	.	20	.	.
Retrieve	875	12,000	5,700	6,300	106	.	.	20	.	.
Skyview	297	12,000	1,332	10,668	70	.	.	20	.	.
Wynne	2,349	12,000	10,977	1,023	198	.	.	20	.	.
TOTALS	38,398	423,195	222,415	204,445	4,308	—	—	700	—	—

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued

LOCATION	POPULATION	FILM MEDIA(d) STANDARD	FILM MEDIA(d) EXISTING	FILM MEDIA(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	PROFESSIONAL LIBRARIAN(f) STANDARD	PROFESSIONAL LIBRARIAN(f) EXISTING	PROFESSIONAL LIBRARIAN(f) NEED
Texas Dept. of Corrections	38,398	9,825			9,825			1	0	1
TDC UNITS										
Beto I	2,507	852			852			1	0	1
Beto I MROP	614	379			379			1	0	1
Beto II	996	474			474			1	0	1
Central	695	399			399			1	0	1
Clemen	1,009	477			477			1	0	1
Coffield	2,932	958			958			1	0	1
Darrington	1,650	638			638			1	0	1
Diagnostic	1,275	544			544			1	0	1
Eastham	2,092	748			748			1	0	1
Ellis I	2,029	732			732			1	0	1
Ellis II	1,850	688			688			1	0	1
Ferguson	2,186	772			772			1	0	1
Gatesville: Reception	.	300			300			1	0	1
Gatesville: Riverside	1,075	494			494			1	0	1
Gatesville: Terrace	.	300			300			1	0	1
Gatesville: Valley	.	300			300			1	0	1
Goree	1,095	499			499			1	0	1
Hilltop: Hackberry	.	300			300			1	0	1
Hilltop: Hilltop	1,162	516			516			1	0	1
Hilltop: Sycamore	.	300			300			1	0	1
Huntsville	1,764	666			666			1	0	1
Jester I	314	304			304			1	0	1
Jester II	319	305			305			1	0	1
Jester III	808	427			427			1	0	1
Michael	2,284	796			796			1	0	1
Mountain View	597	374			374			1	0	1
Pack I	808	427			427			1	0	1
Pack II	1,118	505			505			1	0	1
Professional	.	300			300			1	0	1
Ramsey I	1,536	609			609			1	0	1
Ramsey II	975	469			469			1	0	1
Ramsey II	1,187	522			522			1	0	1
Retrieve	875	444			444			1	0	1
Skyview	297	300			300			1	0	1
Wynne	2,349	812			812			1	0	1
TOTALS	38,398	17,930	—	—	17,930	—	—	35	0	35

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued

LOCATION	POPULATION	OTHER STAFF(f) STANDARD	OTHER STAFF(f) EXISTING	OTHER STAFF(f) NEED	PROGRAMS(g) STANDARD	PROGRAMS(g) EXISTING	PROGRAMS(g) NEED	INFORMATION SERVICES(h)	LOAN(i)
Texas Dept. of Corrections	38,398	5	25	0	6	2	4	Y	N
TDC UNITS									
Beto I	2,507	5	.	.	6	.	.	.	.
Beto I MROP	614	5	.	.	6	.	.	.	.
Beto II	996	5	.	.	6	.	.	.	.
Central	695	5	.	.	6	.	.	.	.
Clemens	1,009	5	.	.	6	.	.	.	.
Coffield	2,932	5	.	.	6	.	.	.	.
Darrington	1,650	5	.	.	6	.	.	.	.
Diagnostic	1,275	5	.	.	6	.	.	.	.
Eastham	2,092	5	.	.	6	.	.	.	.
Ellis I	2,029	5	.	.	6	.	.	.	.
Ellis II	1,850	5	.	.	6	.	.	.	.
Ferguson	2,186	5	.	.	6	.	.	.	.
Gatesville: Reception	.	2	.	.	6	.	.	.	.
Gatesville: Riverside	1,075	5	.	.	6	.	.	.	.
Gatesville: Terrace	.	2	.	.	6	.	.	.	.
Gatesville: Valley	.	2	.	.	6	.	.	.	.
Goree	1,095	5	.	.	6	.	.	.	.
Hilltop: Hackberry	.	2	.	.	6	.	.	.	.
Hilltop: Hilltop	1,162	5	.	.	6	.	.	.	.
Hilltop: Sycamore	.	2	.	.	6	.	.	.	.
Huntsville	1,764	5	.	.	6	.	.	.	.
Jester I	314	3	.	.	6	.	.	.	.
Jester II	319	3	.	.	6	.	.	.	.
Jester III	808	5	.	.	6	.	.	.	.
Michael	2,284	5	.	.	6	.	.	.	.
Mountain View	597	5	.	.	6	.	.	.	.
Pack I	808	5	.	.	6	.	.	.	.
Pack II	1,118	5	.	.	6	.	.	.	.
Professional	.	2	.	.	6	.	.	.	.
Ramsey I	1,536	5	.	.	6	.	.	.	.
Ramsey II	975	5	.	.	6	.	.	.	.
Ramsey III	1,187	5	.	.	6	.	.	.	.
Retrieve	875	5	.	.	6	.	.	.	.
Skyview	297	2	.	.	6	.	.	.	.
Wynne	2,349	5	.	.	6	.	.	.	.
TOTALS	38,398	150	.	.	210	.	.	.	.

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued

LOCATION	POPULATION	MATERIALS BUDGET(j) STANDARD	MATERIALS BUDGET(j) EXISTING	MATERIALS BUDGET(j) NEED	READER STATIONS(k) STANDARD	READER STATIONS(k) EXISTING	READER STATIONS(k) NEED	LIBRARY SIZE(l) STANDARD	LIBRARY SIZE(l) EXISTING	LIBRARY SIZE(l) NEED
Texas Dept. of Corrections	38,398	4,300,576	793,511	3,507,065	5,760	.		403,200	.	.
TDC UNITS										
Beto I	2,507	280,784	.	.	376	.	.	26,320	.	.
Beto I MROP	614	68,768	.	.	92	.	.	6,440	.	.
Beto II	996	111,552	.	.	149	.	.	10,430	.	.
Central	695	77,840	.	.	104	.	.	7,280	.	.
Clemen	1,009	113,008	.	.	151	.	.	10,570	.	.
Coffield	2,932	328,384	.	.	440	.	.	30,800	.	.
Darrington	1,650	184,800	.	.	248	.	.	17,360	.	.
Diagnostic	1,275	142,800	.	.	191	.	.	13,370	.	.
Eastham	2,092	234,304	.	.	314	.	.	21,980	.	.
Ellis I	2,029	227,248	.	.	304	.	.	21,280	.	.
Ellis II	1,850	207,200	.	.	278	.	.	19,460	.	.
Ferguson	2,186	244,832	.	.	328	.	.	22,960	.	.
Gatesville: Reception.	.	.	.	.	.	.	.	.	.	.
Gatesville: Riverside	1,075	120,400	.	.	161	.	.	11,270	.	.
Gatesville: Terrace	.	.	.	.	.	.	.	.	.	.
Gatesville: Valley	.	.	.	.	.	.	.	.	.	.
Goree	1,095	122,640	.	.	164	.	.	11,480	.	.
Hilltop: Hackberry	.	.	.	.	.	.	.	.	.	.
Hilltop: Hilltop	1,162	130,144	.	.	174	.	.	12,180	.	.
Hilltop: Sycamore	.	.	.	.	.	.	.	.	.	.
Huntsville	1,764	197,568	.	.	265	.	.	18,550	.	.
Jester I	314	35,168	.	.	47	.	.	3,290	.	.
Jester II	319	35,728	.	.	48	.	.	3,360	.	.
Jester III	808	90,496	.	.	121	.	.	8,470	.	.
Michael	2,284	255,808	.	.	343	.	.	24,010	.	.
Mountain View	597	66,864	.	.	90	.	.	6,300	.	.
Pack I	808	90,496	.	.	121	.	.	8,470	.	.
Pack II	1,118	125,216	.	.	168	.	.	11,760	.	.
Professional	.	.	.	.	.	.	.	.	.	.
Ramsey I	1,536	172,032	.	.	230	.	.	16,100	.	.
Ramsey II	975	109,200	.	.	146	.	.	10,220	.	.
Ramsey III	1,187	132,944	.	.	178	.	.	12,460	.	.
Retrieve	875	98,000	.	.	131	.	.	9,170	.	.
Skyview	297	33,264	.	.	45	.	.	3,150	.	.
Wynne	2,349	263,088	.	.	352	.	.	24,640	.	.
TOTALS	38,398	4,300,576	.	.	5,759	.	.	403,130	.	.

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
(Adapted from "Library Standards for Adult Correctional Institutions" (6))

A. **Books** - 12,000 volumes or 5 per capita

B. **Periodicals** - 60-80 periodicals (70 used) for the first 300 residents; one per 16 thereafter.

C. **Newspapers** - Minimum of 20 titles

D. **Film Media** - One title per capita for first 300; one title per four capita thereafter.

E. **Sound recordings** - One title per capita for first 300; one title per four capita thereafter.

F. **Staff** - One professional librarian, plus other staff as follows:

100 - 300 population - 1 library technician, and 1 library clerk

301 - 500 population - 1 assistant librarian, 1 library technician, and library clerk

501 + population - 2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. **Programming** - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - Information and reference services sufficient to meet the user's immediate needs for facts or data should be available.

I. **Interlibrary Loan** - Access to other community collections shall be provided.

J. **Budget (Materials)** - No less than the cost of two books, two magazines, and two tapes or recordings per capita.

K. **Seating** - Seating for 15 percent of population, @ 35 sq. ft. per station.

L. **Library Size** - Calculated on the basis of twice the square footage needed for seating.

JUVENILE CORRECTIONAL INSTITUTIONS
SFY1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Brownwood State School	229	4,580	1,250	3,330	120	37	83	20	9	11
Gainesville State School	240	4,800	1,950	2,850	120	25	95	20	6	14
Giddings State Home and School	267	5,340	.	.	180	22	15	30	2	28
Vernon State Hospital--South	495	9,900	300	9,600	300	70	23	50	7	43
West Texas Children's Home	178	4,000	.	.	120	10	110	20	1	19
TOTALS	1,409	28,620	3,500	15,780	840	164	676	140	25	115

LOCATION	POPULATION	FILM MEDIA(d) STANDARD	FILM MEDIA(d) EXISTING	FILM MEDIA(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	PROFESSIONAL LIBRARIAN(f) STANDARD	PROFESSIONAL LIBRARIAN(f) EXISTING	PROFESSIONAL LIBRARIAN(f) NEED
Brownwood State School	229	2,977	130	2,847	,832	0	1,832	1	0	1
Gainesville State School	240	3,120	360	2,760	,920	5	1,915	1	0	1
Giddings State Home and School	267	3,471	70	3,401	,136	0	2,136	1	0	1
Vernon State Hospital--South	495	6,435	132	6,303	,960	126	3,834	1	0	1
West Texas Children's Home	178	2,314	.	.	,424	.	.	1	0	1
TOTALS	1,409	18,317	692	5,311	1,272	131	9,717	5	0	5

LOCATION	POPULATION	OTHER STAFF(f) STANDARD	OTHER STAFF(f) EXISTING	OTHER STAFF(f) NEED	PROGRAM(g) STANDARD	PROGRAM(g) EXISTING	PROGRAM(g) NEED	INFORMATION SERVICES(h)	INTERLIBRARY LOAN(i)
Brownwood State School	229	3	0	3	6	4	2	Y	N
Gainesville State School	240	3	1	2	6	7	0	Y	N
Giddings State Home and School	267	3	1	2	6	5	1	Y	N
Vernon State Hospital--South	495	3	1	2	6	3	3	Y	N
West Texas Children's Home	178	2	.	.	6	2	4	Y	N
TOTALS	1,409	14	3	9	30	21	10		

Note: Lower case letters refer to standards.
"." indicates value was not available.

JUVENILE CORRECTIONAL INSTITUTIONS Continued...

LOCATION	POPULATION	MATERIALS BUDGET(j) STANDARD	EXISTING	NEED	READER STATION(k) STANDARD	EXISTING	NEED	LIBRARY SIZE(l) STANDARD	EXISTING	NEED
Brownwood State School	229	50	0	50	25,648	7,264	18,384	27	18	9
Gainesville State School	240	50	35	15	26,880	3,680	23,200	29	24	5
Giddings State Home and School	267	75	18	57	29,904	1,539	28,365	32	45	0
Vernon State Hospital--South	495	12	40	85	55,440	4,353	51,087	59	.	.
West Texas Children's Home	178	50	30	20	19,936	0	19,936	21	40	0
TOTALS	1,409	350	123	227	157,808	16,836	140,972	168	127	14

LOCATION	POPULATION	AV EQUIPMENT(j) STANDARD	EXISTING	NEED
Brownwood State School	229	1,350	900	450
Gainesville State School	240	1,450	7,290	0
Giddings State Home and School	267	1,600	1,334	266
Vernon State Hospital--South	495	2,950	3,000	0
West Texas Children's Home	178	1,050	1,500	0
TOTALS	1,409	8,400	14,024	716

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
(Adapted from "Library Standards for Juvenile Correctional Institutions"(5))

A. Books - 4,000 titles or 20 volumes per capita.

B. Magazines - 40-80 titles/100 residents (60 titles used).

C. Newspapers - 10 titles/ 100 residents.

D. Film media - 13 titles per resident; combines the filmstrip standard (10/resident) and the super 8 and 8mm standard (3/resident).

E. Sound recordings - 6 - 10 per capita (8 used).

F. Staff - One professional librarian, plus additional staff as follows:

100 - 200	population	- 1 library technician, and 1 library clerk
201 - 500	population	- 1 assistant librarian, 1 library technician, and 1 library clerk
500 +	population	- 2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. Programming - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. Information and reference services - The library shall provide information services to locate facts as needed by the users and advisory service to bring the user and that material best suited to his need together.

I. Interlibrary loan - Interlibrary loan arrangements with the local public library, the local school libraries, the public library system and/or the state library agency shall be provided.

J. AV equipment - The library should have sufficient audiovisual equipment to meet the needs of its users to utilize the media collection. An administrative standard has been set requiring 25 pieces of audiovisual equipment for every 100 residents.

K. Materials Budget - The annual budget for materials shall be no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. Reading space - Large enough to seat 10-15 percent (12 used) of the population, @ 25 sq. ft. per station, but never fewer than the largest class group.

M. Square Feet - An administrative standard has been set calculating the square feet needed at twice the required reading space.

TEXAS MENTAL HEALTH INSITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Austin State Hospital	986	5,000	4,468	532	25	3	22	15	1	14
Big Spring State Hospital	1,980	9,900	3,606	6,294	25	0	25	15	0	15
Corsicana State Home	87	5,000	.	.	25	14	11	15	0	15
Kerrville State Hospital	430	5,000	4,790	210	25	9	16	15	2	13
Rusk State Hospital	480	5,000	7,837	0	25	1	24	15	4	11
San Antonio State Hospital	535	5,000	5,815	0	25	29	0	15	2	13
Terrell State Hospital	512	5,000	10,880	0	25	30	0	15	35	0
Waco Center for Youth	73	5,000	150	4,850	25	.	.	15	.	.
Wichita Falls State Hospital	530	5,000	5,818	0	25	30	0	15	3	12
TOTALS	5,613	49,900	43,364	11,886	225	116	98	135	47	93

LOCATION	POPULATION	OTHER AV(d) STANDARD	OTHER AV(d) EXISTING	OTHER AV(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	PROFESSIONAL LIBRARIAN(f) STANDARD	PROFESSIONAL LIBRARIAN(f) EXISTING	PROFESSIONAL LIBRARIAN(f) NEED
Austin State Hospital	986	472	142	330	986	178	808	2	1	1
Big Spring State Hospital	1,980	720	0	720	1,980	60	1,920	2	0	2
Corsicana State Home	87	87	.	.	500	.	.	1	0	1
Kerrville State Hospital	430	333	227	106	500	90	410	1	0	1
Rusk State Hospital	480	345	91	254	500	12	488	1	0	1
San Antonio State Hospital	535	359	153	206	535	247	288	1	0	1
Terrell State HospitaL	512	353	232	121	512	95	417	1	0	1
Waco Center for Youth	73	73	.	.	500	.	.	1	0	1
Wichita Falls State Hospital	530	358	93	265	530	1,300	0	1	0	1
TOTALS	5,613	3,100	938	2,002	6,543	1,982	4,331	11	1	10

LOCATION	POPULATION	OTHER STAFF(f) STANDARD	OTHER STAFF(f) EXISTING	OTHER STAFF(f) NEED	PROGRAM(g) STANDARD	PROGRAM(g) EXISTING	PROGRAM(g) NEED	INFORMATION SERVICES(h)	INTERLIBRARY LOAN(i)
Austin State Hospital	986	2	1	1	6	0	0	Y	Y
Big Spring State Hospital	1,980	5	2	3	6	0	6	Y	N
Corsicana State Home	87	1	1	0	6	6	0	Y	N
Kerrville State Hospital	430	3	1	2	6	5	1	Y	Y
Rusk State Hospital	480	3	2	0	6	4	2	N	N
San Antonio State Hospital	535	3	1	2	6	5	1	Y	N
Terrell State Hospital	512	3	2	1	6	7	0	Y	Y
Waco Center for Youth	73	1	0	1	6	4	2	N	N
Wichita Falls State Hospital	530	3	2	1	6	8	0	Y	Y
TOTALS	5,613	24	12	11	54	49	12		

Note: Lower case letters refer to standards.
"." indicates value was not available.

TEXAS MENTAL HEALTH INSTITUTIONS Continued...

LOCATION	POPULATION	AV EQUIPMENT(j) STANDARD	AV EQUIPMENT(j) EXISTING	AV EQUIPMENT(j) NEED	MATERIALS BUDGET(k) STANDARD	MATERIALS BUDGET(k) EXISTING	MATERIALS BUDGET(k) NEED	READERS STATIONS(l) STANDARD	READERS STATIONS(l) EXISTING	READERS STATIONS(l) NEED
Austin State Hospital	986	250	26	224	110,432	2,172	108,260	118	40	78
Big Spring State Hospital	1,980	500	61	439	221,760	0	221,760	238	20	218
Corsicana State Home	87	25	0	25	9,744	675	9,069	10	12	0
Kerrville State Hospital	430	100	0	100	48,160	655	47,505	52	14	38
Rusk State Hospital	480	125	14	111	53,760	250	53,510	58	35	23
San Antonio State Hospital	535	125	20	105	59,920	775	59,145	64	38	26
Terrell State Hospital	512	125	15	110	57,344	3,789	53,555	61	40	21
Waco Center for Youth	73	25	.	.	8,176	50	8,126	9	10	0
Wichita Falls State Hospital	530	125	21	104	59,360	1,035	58,325	64	30	34
TOTALS	5,613	1,400	57	1,218	628,656	9,401	619,255	674	239	438

LOCATION	POPULATION	LIBRARY SIZE(m) STANDARD	LIBRARY SIZE(m) EXISTING	LIBRARY SIZE(m) NEED
Austin State Hospital	986	5,900	1,379	4,521
Big Spring State Hospital	1,980	11,900	627	11,273
Corsicana State Home	87	1,500	360	1,140
Kerrville State Hospital	430	2,600	558	2,042
Rusk State Hospital	480	2,900	1,018	1,882
San Antonio State Hospital	535	3,200	1,296	1,904
Terrell State Hospital	512	3,050	1,650	1,400
Waco Center for Youth	73	1,500	150	1,350
Wichita Falls State Hospital	530	3,200	855	2,345
TOTALS	5,613	35,750	7,893	27,857

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS FOR MENTAL HEALTH FACILITIES
(Adapted from "Standards...for...Mental Health Facilities" (7))

A. Books - 5,000 titles or 5 volumes per capita, whichever is greater.

B. Magazines - 25 titles. Each closed living area to have at least 5 subscriptions.

C. Newspapers - Major state and national publications, plus newspapers from communities served by the facility. Administratively set at a minimum of 15.

D. Audiovisual material - One title per capita up to 300; thereafter one title per 4 additional clients.

E. Sound recordings - 500 titles or one per capita, whichever is greater.

F. Staff - One library director, plus additional staff as follows:

to 400	population	- 1 support staff
401 - 600	population	- 1 paraprofessional, and 2 support staff
601 - 1,000	population	- 1 librarian, and 2 support staff
1,001 -	population	- 1 librarian, 2 paraprofessional staff, and 3 support staff

G. Programming - Because the standards do not quantify Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. Information and reference services - The library shall provide reference/information and referral services, including using resources beyond the library's collection.

I. Interlibrary loan - The library shall provide interlibrary loan services through formal and informal arrangements with all types of libraries.

J. AV equipment - Administratively set at 25 pieces of audiovisual equipment for every 100 residents.

K. Materials Budget - The materials budget has been administratively set at no less than the cost of two books, to magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. Reading space - Large enough to seat 10-15 percent of the client population. An administrate standard has been set at 12 percent, @ 25 sq. ft. per station.

M. Library Size - The library shall have a minimum of 1,500 sq. ft., or an administrate standard of twice the square footage needed for seating, whichever is greater.

TEXAS MENTAL RETARDATION INSTITUTIONS

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Abilene State School	807	4,035	5,480	0	27	0	27	5	0	5
Brenham State School	508	2,540	950	1,590	27	0	27	5	0	5
Denton State School	600	3,000	.	.	27	.	.	5	.	.
Fort Worth State School	361	2,500.	.	.	27	4	23	5	2	3
Lufkin State School	509	2,545	0	2,545	27	0	27	5	0	5
San Angelo State School	408	2,500	0	2,500	27	0	27	5	0	5
TOTALS	3,193	17,120	6,430	6,635	162	4	131	30	2	23

LOCATION	POPULATION	FILM MEDIA(d) STANDARD	FILM MEDIA(d) EXISTING	FILM MEDIA(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	TOYS(f) STANDARD	TOYS(f) EXISTING	TOYS(f) NEED
Abilene State School	807	600	1,543	0	1,614	1,680	0	1,614	350	1,264
Brenham State School	508	600	70	530	1,016	0	1,016	1,016	0	1,016
Denton State School	600	600	.	.	1,200	.	.	1,200	.	.
Fort Worth State School	361	600	30	570	722	0	722	722	0	722
Lufkin State School	509	600	760	0	1,018	492	526	1,018	1,220	0
San Angelo State School	408	600	200	400	816	0	816	816	0	816
TOTALS	3,193	3,600	2,603	1,500	6,386	2,172	3,080	6,386	1,570	3,818

LOCATION	POPULATION	PROFESSIONAL LIBRARIAN(g) STANDARD	PROFESSIONAL LIBRARIAN(g) EXISTING	PROFESSIONAL LIBRARIAN(g) NEED	OTHER STAFF(g) STANDARD	OTHER STAFF(g) EXISTING	OTHER STAFF(g) NEED	PROGRAM (h) STANDARD	PROGRAM (h) EXISTING	PROGRAM (h) NEED
Abilene State School	807	2	1	1	5	1	4	6	2	4
Brenham State School	508	1	0	1	4	0	4	6	2	4
Denton State School	600	1	0	1	4	.	.	6	0	6
Fort Worth State School	361	1	0	1	3	1	2	6	1	5
Lufkin State School	509	1	0	1	4	1	3	6	3	3
San Angelo State School	408	1	0	1	4	1	3	6	7	0
TOTALS	3,193	7	1	6	24	4	16	36	15	22

Note: Lower case letters refer to standards.
"." indicates value was not available.

TEXAS MENTAL RETARDATION INSTITUTIONS Continued...

LOCATION	POPULATION	INFORMATION SERVICES(i)	INTERLIBRARY LOAN(j)	AV EQUIPMENT(k) STANDARD	AV EQUIPMENT(k) EXISTING	AV EQUIPMENT(k) NEED	MATERIALS BUDGET(l) STANDARD	MATERIALS BUDGET(l) EXISTING	MATERIALS BUDGET(l) NEED
Abilene State School	807	Y	Y	72	91	0	90,384	0	90,384
Brenham State School	508	N	N	44	14	30	56,896	0	56,896
Denton State School	600	N	N	52	.	.	67,200	0	67,200
Fort Worth State School	361	Y	N	36	7	29	40,432	6,283	34,149
Lufkin State School	509	N	N	44	48	0	57,008	1,322	55,686
San Angelo State School	408	Y	N	36	0	36	45,696	0	45,696
TOTALS	3,193			284	160	93	357,616	7,605	350,011

LOCATION	POPULATION	READER STATIONS(m) STANDARD	READER STATIONS(m) EXISTING	READER STATIONS(m) NEED	LIBRARY SIZE(n) STANDARD	LIBRARY SIZE(n) EXISTING	LIBRARY SIZE(n) NEED
Abilene State School	807	97	3	94	4,860	1,200	3,660
Brenham State School	508	61	16	45	3,060	480	2,580
Denton State School	600	72	.	.	3,600	.	.
Fort Worth State School	361	43	5	38	2,160	180	1,980
Lufkin State School	509	61	3	58	3,060	728	2,332
San Angelo State School	408	49	10	39	2,460	200	2,260
TOTALS	3,193	383	37	274	19,200	2,788	12,812

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS FOR INSTITUTIONS FOR THE MENTALLY RETARDED

(Adapted from "Standards for Libraries...for the Mentally Retarded" (4))

A. Books - Minimum of 2,500 titles or 5 per client.

B. Magazines - 25 - 30 titles (27 used), plus multi copies.

C. Newspapers - 5 titles.

D. Film media - 600 titles (filmstrips, 500; 8mm and Super 8, 100).

E. Sound recordings - 500 recordings or 2 per capita.

F. Toys - Two toys per capita.

G. Staff -

Librarians:	200 - 600 population	1 library director
	601 - 1,200 population	1 library director + 1 assistant librarian (MLS)
	1,201 population	1 library director + 2 assistant librarians (MLS)

Other staff:	200 - 400 population	3	1,201 - 1,600 population	8
	401 - 800 population	4	1,601 - 2,000 population	8 - 11
	801 - 1,000 population	5	2,001 population	11 - 12
	1,001 - 1,200 population	7		

H. Programming - Because the standards do not quantify the programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

I. Information and reference services - Services shall include the provision of information services to locate facts needed by the users, including literature searches and referrals to other libraries or information agencies.

J. Interlibrary loan - Services shall include interlibrary loan services.

K. Audivisual equipment -

Per 100 Clients		Per 500 Clients	
Record players	3	16mm film projectors	1
Tape recorders	1	8mm film projectors	1
Tape players	2	Overhead projectors	1
Sound slide viewers	1	Projector screen	1
Sound filmstrip projectors	1		

L. Materials Budget - The budget has been administratively set at no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current list price.

M. Seating - 10 to 15 percent (12 used) of the user population.

N. Facilities - 10 percent of the user population, at 60 square feet per user, up to 10,000 square feet.

OTHER ADULT INSTITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
San Antonio State Chest Hospital	71	12,000	4,383	7,617	70	2	68	20	1	19
Texas School for the Blind	184	12,000	6,090	5,910	70	55	15	20	1	19
Texas School for the Deaf/East	390	12,000	4,466	7,534	76	50	26	20	2	18
Texas School for the Deaf/South	390	12,000	8,525	3,475	76	75	1	20	2	18
TOTALS	1,035	48,000	23,464	24,536	292	182	110	80	6	74

LOCATION	POPULATION	FILM MEDIA(d) STANDARD	FILM MEDIA(d) EXISTING	FILM MEDIA(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	PROFESSIONAL LIBRARIAN(f) STANDARD	PROFESSIONAL LIBRARIAN(f) EXISTING	PROFESSIONAL LIBRARIAN(f) NEED
San Antonio State Chest Hospital	71	300	98	202	300	.	.	1	1	0
Texas School for the Blind	184	300	231	69	300	500	0	1	1	0
Texas School for the Deaf/East	390	323	2,459	0	323	300	23	1	0	1
Texas School for the Deaf/South	390	323	385	0	323	0	323	1	1	0
TOTALS	1,035	1,246	3,173	271	1,246	800	346	4	3	1

LOCATION	POPULATION	OTHER STAFF(f) STANDARD	OTHER STAFF(f) EXISTING	OTHER STAFF(f) NEED	PROGRAM(g) STANDARD	PROGRAM(g) EXISTING	PROGRAM(g) NEED	INFORMATION SERVICES(h)	INTERLIBRARY LOAN(i)
San Antonio State Chest Hospital	71	2	1	1	6	1	5	Y	N
Texas School for the Blind	184	2	2	0	6	0	6	Y	Y
Texas School for the Deaf/East	390	3	0	3	6	10	0	Y	Y
Texas School for the Deaf/South	390	3	2	1	6	9	0	Y	Y
TOTALS	1,035	10	5	5	24	20	11		

LOCATION	POPULATION	MATERIALS BUDGET(j) STANDARD	MATERIALS BUDGET(j) EXISTING	MATERIALS BUDGET(j) NEED	READER STATIONS(k) STANDARD	READER STATIONS(k) EXISTING	READER STATIONS(k) NEED	LIBRARY SIZE(l) STANDARD	LIBRARY SIZE(l) EXISTING	LIBRARY SIZE(l) NEED
San Antonio State Chest Hospital	71	7,952	156	7,796	11	8	3	770	61	209
Texas School for the Blind	184	20,608	3,528	17,080	28	.	.	1,960	6,300	0
Texas School for the Deaf/East	390	43,680	4,500	39,180	59	20	39	4,130	900	3,230
Texas School for the Deaf/South	390	43,680	4,500	39,180	59	60	0	4,130	2,440	1,690
TOTALS	1,035	115,920	12,684	103,236	157	88	42	10,990	10,201	5,129

Note: Lower case letters refer to standards.
"." indicates value was not available.

ACTION PLAN
FOR TASK

5.31 Increase the percent of Texans registered for service to meet the national average....

5.32 Increase the number of persons served....

5.33 Provide library service to...institutions per year.

5.34 Increase the number of volumes circulated to individuals and institutions....

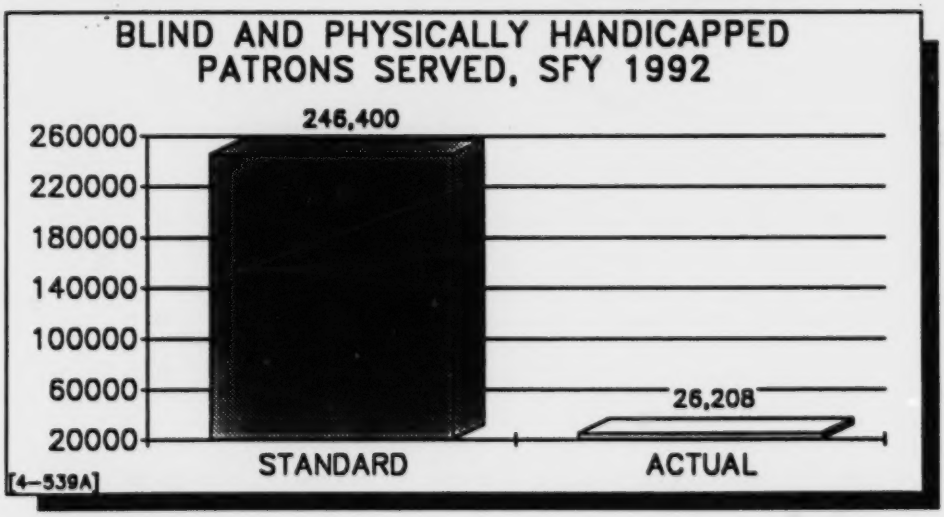
5.35 Provide complete information, or appropriate referrals, in response to...reference questions annually.

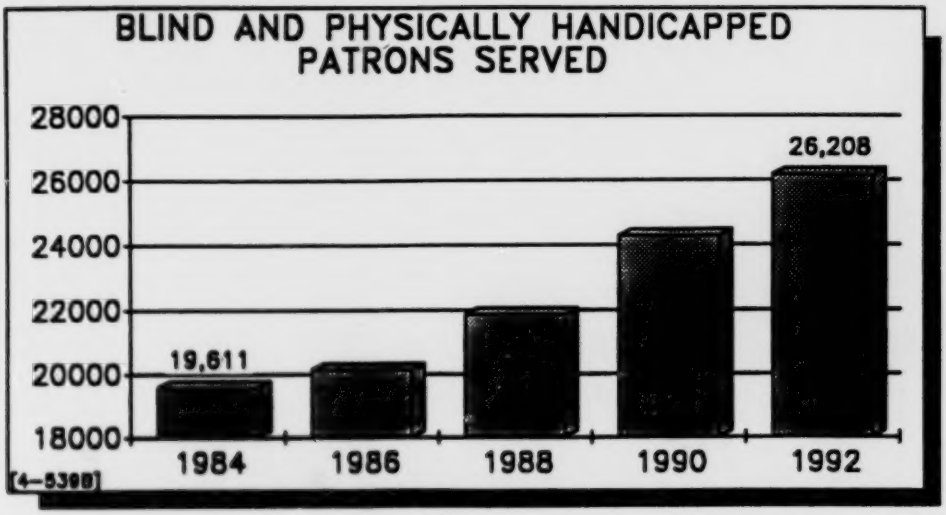
Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p.33)

An administrative standard has been set to serve all blind and physically handicapped Texas residents who are interested in receiving library service. At a cost of $45.38 per patron, $9,992,313 is needed to reach the standard from the existing level of service.

Need Indicator





ACTION PLAN FOR TASK

5.41 Provide consulting to the library systems and public libraries on library services to children and young adults.

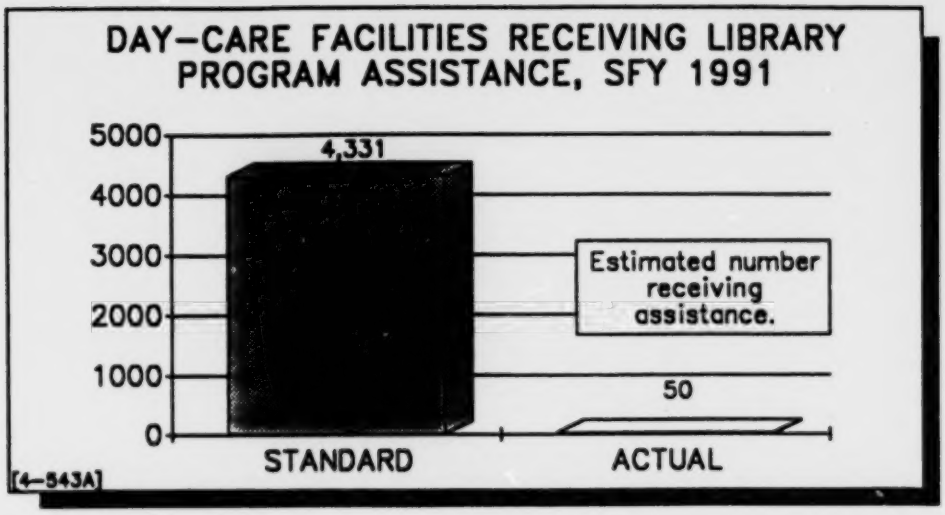
5.42 Compile, print and distribute... manuals of programming ideas to librarians serving families, children in day care centers, schools, and community agencies.

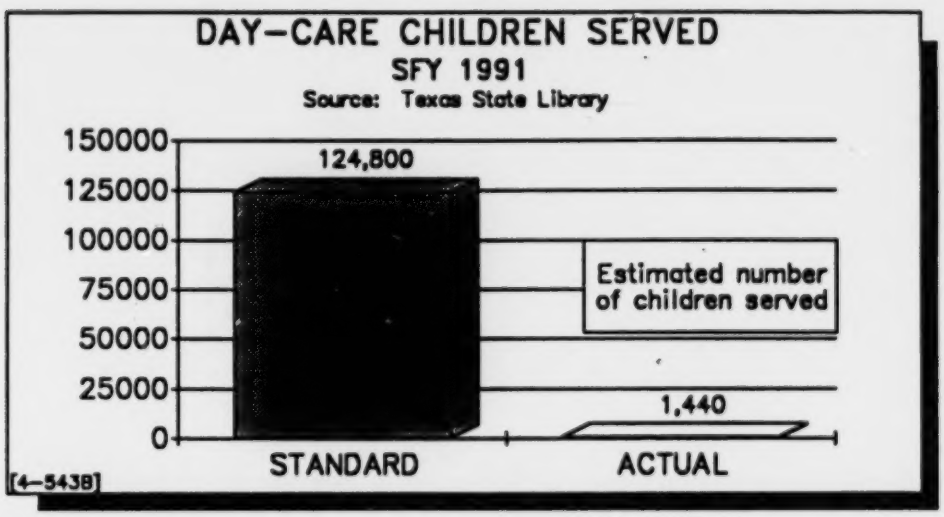
Standard

"The library system serves individuals and groups with special needs." (1, Standard 26, p.33)

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24.i, p.32)

An administrative standard has been set to serve 33 percent of the 21,656 registered day-care facilities, including registered family homes, in the state by providing programming manuals to nearby library staff serving those facilities. Day-care units have the capacity to enroll over 624,000 children.





ACTION PLAN FOR TASK

5.43 Maintain an annual library participation rate in the Texas Reading Club.

5.44 Provide Texas Reading Club participation forms (Reading Logs)...to public libraries, and to school libraries subject to availability of materials.

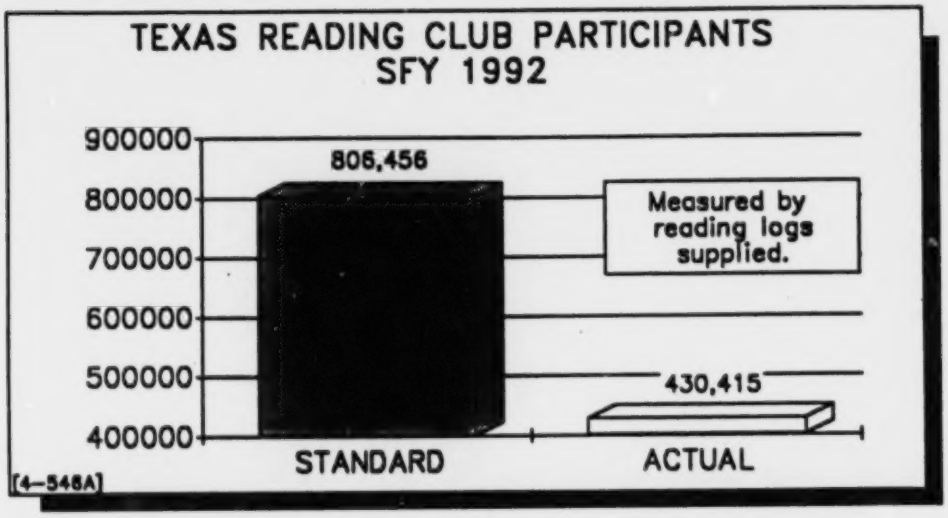
Standard

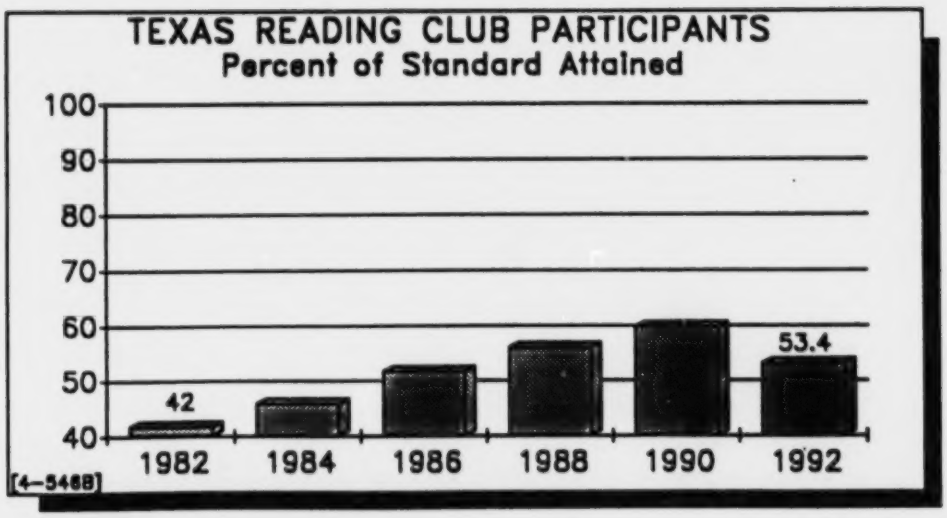
"The library system serves individuals and groups with special needs." (1, Standard 26, p.33)

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24.i., p. 32)

An administrative standard has been set to serve 33 percent of the population between the ages of 5 and 13 through the Texas Reading Club. At an average cost of $0.15 per participant, an estimated $56,406 is needed to bring current performance up to standard.

Need Indicator





ACTION PLAN FOR TASK

5.51 Provide assistance to libraries...to develop and improve local ESL and literacy education programs.

5.52 Assist library systems in establishing local literacy projects in public libraries....

5.53 Provide student education hours in local literacy and ESL programs assisted by library systems....

5.61 Distribute...a manual on finding, acquiring, and using auxiliary aids and service for library patrons who have impairments of hearing, speech, sight, and mobility....

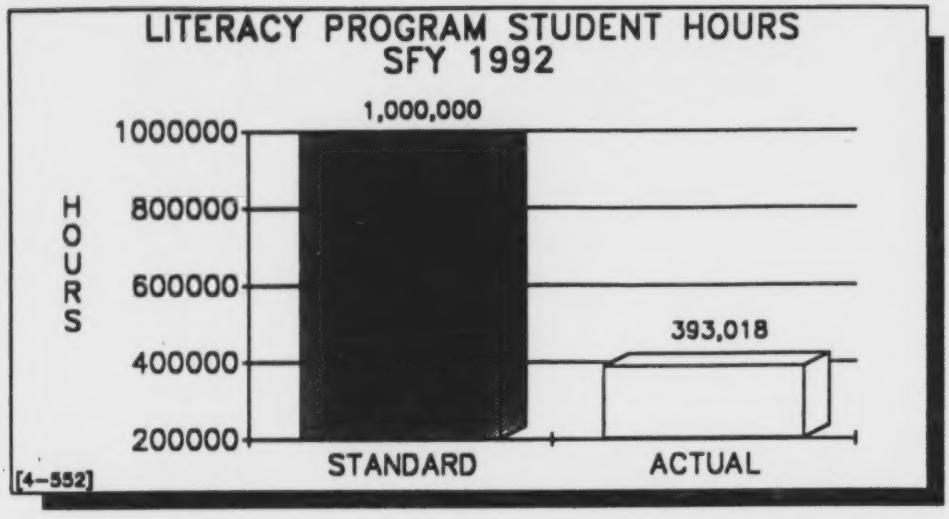
Standard

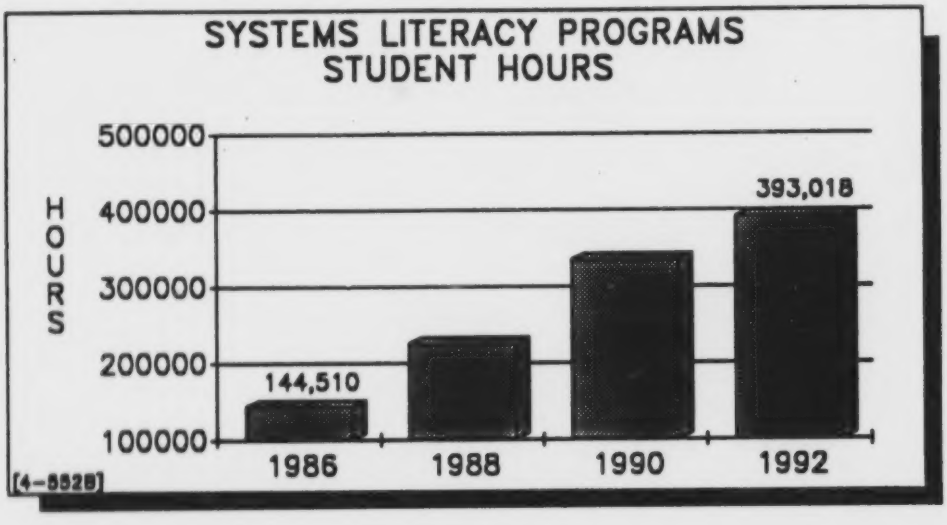
"The library system serves individuals and groups with special needs."
(1, Standard 26, p.33)

Need Indicator

According to the 1990 Census, 4,081,281 adults in Texas have not completed high school. Research data from the Adult Performance Level Project demonstrates a high correlation between years of school completed and functional literacy, defined as the ability to read, comprehend, write, and compute at a level sufficient for successful adult living. The Texas Education Agency estimates that as many as 3 million Texans cannot read or write at the most rudimentary level.

An administrative standard has been set for the regional library systems to support literacy programs in public libraries at the rate of one million student hours per year. At $.85 per student hour, $515,935 additional is required to reach this level of instructional offering.


LITERACY PROGRAM STUDENT HOURS
SFY 1992
1,000,000
1000000
800000
600000
400000
200000
HOURS
393,018
STANDARD
ACTUAL
[4-552]


SYSTEMS LITERACY PROGRAMS
STUDENT HOURS
500000
400000
300000
200000
100000
HOURS
393,018
144,510
1986
1988
1990
1992
[4-552B]

REFERENCES

1. Minimum Standards for Public Library Systems, 1966 (American Library Association, 1967).

2. Guidelines for Texas Public Libraries (Texas Library Association, 1992).

3. ALA Interim Standards for Small Public Libraries.

4. Standards for Libraries at Institutions for the Mentally Retarded (American Library Association, 1981).

5. Library Standards for Juvenile Correctional Institutions (American Correctional Association and the American Library Association, 1975).

6. Library Standards for Adult Correctional Institutions (American Library Association/American Correctional Association (ASCLA) Joint Committee on Institutional Libraries, 1981).

7. Standards and Guidelines for Client Library Services in Residential Mental Health Facilities (Association of Specialized and Cooperative Library Agencies, 1987).

AUTOMATION
and
RESOURCE SHARING PLAN
for
TEXAS

1994 - 1997

Library Development Division
Texas State Library
September 1993

AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1994 to 1997

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Borrowing A3-1

AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1994 to 1997

INTRODUCTION

This plan was prepared in accordance with Public Law 101-254, the Library Services and Construction Act Amendments of 1990. Its purpose is to comply with Section 304 of the Library Services and Construction Act. Additionally, it was prepared as a way to inform Texas citizens and librarians of the programs and services offered by their State Library. Comments and input regarding the automation and resource sharing program presented in this document are encouraged.

The Texas resource sharing program is not a single identifiable program. Rather, it is a combination of a number of distinct projects working together to form a statewide resource sharing program. By weaving the thread of resource sharing through many activities, a wider range of services can be offered to more libraries. It also enables resource sharing to continue to develop even if one of the component projects experiences funding, performance or other problems.

History

Before 1988, the Resource Sharing Plan followed the discussion issues listed in the Library Services and Construction Act. The format was greatly revised for the FY88 to FY90 Long Range Plan to explain the component projects more clearly, and to show how they are organized into a cohesive and rational overall program of development. The projects were renamed at that time to make them easier to identify and provide a reference to their purpose.

In addition to renaming existing projects, new projects (Leadership, Neighbor, and Partners) were proposed. These projects were designed to develop the policies, standards, and technical capabilities needed to maintain an effective resource sharing program as new technology for shared and linked systems becomes available.

It is the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. Therefore, in the Long Range Plan for FY 1989 to 1991, "Automation" was added to the title of the Resource Sharing Plan.

Philosophy

The basic tenets of the Automation and Resource Sharing Plan are

- that resource sharing in Texas should be built on a foundation of local networks rather than a statewide database beyond that which we already have from participation in OCLC

- that automated library systems should be designed with the fewest barriers possible to sharing information, to future networking, and to taking advantage of future technological advances

- that major automated files which represent large investments, such as bibliographic and patron files, should be transportable to upgraded systems

The goal of resource sharing in Texas is to support the Library Development Division's mission of ensuring that needed library services and materials are accessible to every resident, that access is provided in a cost-effective manner, and that the cost is distributed fairly.

A Foundation of Local Networks

Resource-sharing requires three basic components: a method of locating information or materials, a method of communicating the request to the owning library or information source, and a method of bringing the user and the materials or information together. A number of states have chosen to create state-wide databases or even state-wide automated systems as the method of locating materials and communicating requests. This is a very effective method where the geographic area covered is small and the delivery system fast and inexpensive. Because Texas is so large, a statewide database would include items in libraries that a user could not easily get to themselves or that could not be delivered to the user within a reasonable time and cost. A state-wide database would also be very large and cumbersome, since there are so many libraries and books in Texas. Therefore, resource sharing based on networks within smaller geographic areas (the size of many other entire states) is more appropriate for Texas. Access to materials and information not found within the local library or local network is then provided at a higher level through the statewide interlibrary loan network or the Internet.

Sharing of materials should begin at the local level with nearby libraries entering into reciprocal borrowing agreements. Project Neighbor is the component of the Automation and Resource Sharing Plan that encourages reciprocal borrowing agreements.

As needs grow, libraries should enter the second level of resource sharing by establishing shared automated systems or linking existing systems. Sharing or linking of systems facilitates reciprocal borrowing and enables lateral interlibrary lending. Project Partners provides grants to fund shared or linked systems for resource sharing.

For needs which cannot be met locally, libraries can enter the third level of resource sharing which utilizes the OCLC statewide database for interlibrary loan of materials on a referral basis, state or national online resources, or one of the reference referral centers for answers to reference queries. This level is supported through projects Build, List, TexNet, Loan, and Link. Project Build provides funds for the addition of the holdings of the Texas libraries to the OCLC Group Access Capability (GAC) database. Project List produces the Texas Union List of Serials. Project TexNet maintains eleven interlibrary loan centers, through which Texas public, special, and academic libraries can obtain materials on interlibrary loan that are not available locally or through the GAC. Project Loan reimburses libraries that are net lenders through TexNet. Project Link provides libraries with access to online information and bibliographic databases not available locally.

Future Flexibility

The second tenet of the Automation and Resource Sharing Plan looks forward to increasingly sophisticated library technology. In the 1960's, only the very largest and best funded libraries, mostly academic, could even begin to think about automation, and each library generally had to develop its own system. In the early 1970s, commercial mainframe and minicomputer systems became available and automating was possible for many large libraries. Since then, less expensive systems have become available on smaller computers, and during the 1980s, many library functions have been automated on microcomputer systems. Rapid advances continue to be made in providing increased processing power and storage capacity at lower costs, in more sophisticated programming, and in improved telecommunications.

When library processes were first being automated, each library and each commercial system developed its own way of doing things. This made it extremely difficult to move information between libraries or between systems. A need was recognized for national and international standards for machine-readable library files, which have since been developed. Standards are also being created for hardware and software that, if adhered to, will make it much easier to communicate between libraries. One of the goals of Project Leadership is to adopt standards for machine-readable records, software, and hardware. By following these standards, Texas libraries will increase their future ability to network at minimum expense.

Conservation of Capital Investments

The third tenet of the Automation and Resource Sharing Plan is to help Texas libraries ensure that capital investments made in automated files will retain their value as libraries move to newer or larger automated systems. The cost of automating manual bibliographic files is often almost as much as hardware and software costs for large libraries, and much more than the hardware and software for small ones. Hardware and software wear out and become obsolete or inadequate as the library grows. A bibliographic record can last as long as the title is in the collection, provided the record is in a form that can be moved from system to system. Project Leadership identifies standards for automated systems and their files that will guard against future duplication of effort in producing machine-readable records.

Automation and Resource Sharing Policy

The highest priority in state funding of library automation is support for projects that contribute to resource sharing. The money available for automation is small compared to the amount necessary to automate the state's libraries. By using it for projects which support resource sharing, the benefits will be more widely recognized.

The first level of local reciprocal borrowing is non-automated (Project Neighbor), and the third level of resource sharing is partially in place and funded on a continuing basis (List, TexNet, and Loan). Therefore, State Library automation funding will be concentrated on automation projects at the second (Partners) and third (Build and Link) levels, in which each participating library makes its materials available directly, through interlibrary loan, and through online resource sharing to users of the other participating libraries. The specific policies for each resource sharing project are found in the individual project descriptions which follow, and the grant guidelines for each program, which are included in the Texas State Library Annual Program.

Level of Resource Sharing	Implementation
1	Project Neighbor/reciprocal borrowing Systems
2	Project Neighbor/lateral interlibrary loan Project Leadership Project Partners Systems
3	Project TexNet Project Build Project List Project Loan Project Link

The Library Development Division's largest grant program, the System Operations Grants for the Major Resource Systems serving local public libraries, include automation and resource sharing projects among their wide variety of activities. With the approval of the State Library, systems design a wide range of projects to meet their two major responsibilities, promoting cooperation among local libraries and improving local public library service. The automation and resource sharing activities of the systems include:

Assistance to Individual Libraries. Systems provide varying levels of assistance to individual libraries' automation efforts, which are included under the Project Leadership Technical Standards. Systems may require reciprocal borrowing or other resource sharing for local libraries to obtain assistance. Systems may also devise reimbursement programs for reciprocal borrowing under Project Neighbor and for telecommunications expenses under Project Link.

Union Catalog Projects. Libraries participating in union catalog projects funded by systems will be required to share resources. This might include local interlibrary loan, sharing bibliographic records for cataloging, and reciprocal borrowing.

Current Cataloging. Systems may assist member libraries with projects that provide current cataloging in conformance with Project Leadership Standards. When a system provides this service, the system long range automation plan must address the issues of storage and maintenance of the records. Systems may fund retrospective conversion only when there are plans to use the records in an automated system in the immediate future.

Microcomputer Assistance. Many systems purchase microcomputers and software for member libraries. They also provide consulting, workshops, and hands-on training to assist local libraries. In general, system support for these activities does not require resource sharing. However, some microcomputer applications will come under Project Leadership.

GOAL

The goal for resource sharing in Texas is:

To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

This is Goal 2 of the missions and goals as stated in the Long Range Plan for Statewide Library Development, 1994-1997.

OBJECTIVES

The objectives and need for the projects in this Automation and Resource Sharing Plan are also identified as part of this goal in Chapters 3 and 4 of the Long Range Plan for Statewide Library Development. Each of the projects described in this plan contributes to the achievement of one or more of these objectives.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by TexNet.

1994	1995	1996	1997
237,500	237,750	240,000	240,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once each year.

Task 2.13 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.21 Add machine-readable bibliographic records to state or regional databases at the following rate:

1994	1995	1996	1997
12,000	13,000	13,000	13,000

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1994	1995	1996	1997
650,000	663,000	675,000	685,000

Task 2.23 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list. This task is contingent on the level of state and federal funding.

Task 2.24 Add the holdings of fifty percent of the non-OCLC public libraries with over 50,000 titles to the OCLC Group Access Capability database, beginning September 1993.

Objective 2.3: To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Achieve 8,000 system-supported reciprocal borrowing transactions annually.

Task 2.32 Monitor the number of reciprocal borrowing agreements established between nearby libraries.

Objective 2.4: To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.41 Award LSCA Title I matching grants totaling from $100,000 to $200,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems. This task is contingent on the level of state and federal funding.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Achieve 16,094 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

Task 2.52 Award LSCA Title III grants totaling from $150,000 to $300,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries. This task is contingent on the level of state and federal funding.

OVERVIEW

This summary is designed to give the reader a brief and quick overview of the Texas State Library's Automation and Resource Sharing Plan, 1994-1997. Please consult the individual project descriptions which follow for specific details.

Project Neighbor	Nearby local libraries will enter into optional agreements with each other to allow their patrons free direct borrowing from their collections or to provide interlibrary loan from their collection.
Project Leadership	Standards for library automation projects which are funded by state or federal grants. The standards will be optional for those projects paid for with local funds.
Project Partners	Matching-fund grants for both multitype and public library cooperatives to assist them in automating their libraries for enhanced resource sharing. These grants could be used to expand or purchase a shared automated library system or to link separate, stand-alone systems.
Project Build	Funds provided to build the database of Texas library holdings on OCLC. This database will continue to serve as the primary location tool for the state's interlibrary loan network.
Project List	The current Texas Union List of Serials (UTXL) will be maintained and enhanced. This database provides convenient access to information about the periodical holdings of the major public and academic libraries.
Project TexNet	The TexNet interlibrary loan network will continue to provide interlibrary lending services through agreements with the major Texas public libraries.
Project Loan	The program of reimbursing Texas libraries for lending materials to Texas public, academic, and special libraries through the state interlibrary loan network will be maintained.
Project Link	A statewide telecommunications network providing access to local, state and national resources to Texas libraries will be built.

PROJECT NEIGHBOR

COMMENTARY The basic premise for Project Neighbor is that materials sharing should begin with libraries in close proximity to each other. Materials sharing can be accomplished through reciprocal borrowing or lateral interlibrary loan.

Often the best way to provide the typical library user access to materials not owned by their host library is to allow them to have free and direct borrowing privileges in the other libraries in their community. This type of access is often referred to as "direct borrowing" or "reciprocal borrowing."

Sometimes direct borrowing is not appropriate. In those instances, interlibrary loan between neighboring libraries (lateral interlibrary loan) may be a good alternative.

By enabling the patrons to fully use the materials in nearby libraries, a number of benefits will occur:

* the materials can be obtained as quickly as the patron is willing to go get them; with interlibrary loan, the patrons must wait until their library sends their request, the lending library responds affirmatively, the post office delivers the item and the host library notifies the patron that it can be picked up;

* there is less need to have union catalogs of libraries' holdings, although these can be helpful to the patron; while it is very important to know what libraries own with interlibrary loan, it is very expensive to build these types of union catalogs and this cost can be avoided when the patrons can go get the materials close by;

* there is less need for a powerful, computerized communication system, which is crucial to timely delivery of materials in interlibrary loan; all that is necessary in a local community is the ability to telephone the neighboring library to check on the availability of an item.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

Goal 1 - Objective B:
"[The Texas Library Association should] promote the development of statewide reciprocal borrowing by conducting a study designed to identify the level at which such a procedure could be effectively implemented."

Although the Texas State Library and Archives Commission may endorse this type of approach, this resource sharing plan does not go quite as far as the TLA plan does. There are two reasons for this. First, the State Library believes that it is more likely that a patron will want to be able to borrow directly from a nearby library than to borrow from a more distant one. Second, the State Library staff has recommended the implementation and funding of reciprocal borrowing projects a number of times in

the past decade and these proposals have been actively opposed and defeated by Texas public librarians. It is the staff's belief that a statewide direct borrowing system might be better built if it is based upon a strong foundation of locally developed and operated agreements.

DESCRIPTION

The fundamental plan for Project Neighbor is simply that local libraries will enter into agreements to serve each other's patrons directly or through lateral interlibrary loan. It is entirely optional for any library to participate in such an agreement.

It is expected that the libraries that enter into such an agreement will be within easy driving distance of each other. This will probably mean that they are no more than 40 miles apart, since it is unlikely that patrons would drive further than that.

The libraries that enter into such agreements with each other can be the same type (e.g., all public libraries) or they could be of different types (e.g., three public, one school, two academic and two special libraries).

It would be up to each community to determine whether or not participating libraries would be reimbursed. In many cases it is likely that the libraries would agree not to seek reimbursement. In other cases, they will agree to reimburse each other from their library budgets at an agreed upon rate. In still other cases, the libraries might seek to be reimbursed by the Major Resource System, if their system offers such a program. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. The patron would not be charged for using the library or checking out materials.

The Texas State Library's role in Project Neighbor will be to encourage the development of these direct borrowing and lateral interlibrary loan agreements among libraries, offering workshops and training on the subject and providing suggested or sample agreements which can serve as guides.

Title III, Project Partners, and Project Neighbors grants funded through the State Library will be required to meet the reciprocal borrowing guidelines found in Appendix A3.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of developmental consulting or it could involve providing the funds which will reimburse the local libraries. It will be up to each system, using its own decision making structure, to determine how it wants to help.

TIMELINE

Any library can participate whenever it chooses to do so. Some Texas libraries already have formal and informal agreements with each other. The project will be ongoing, without a termination date.

PROJECT LEADERSHIP

COMMENTARY Under Project Leadership, the Texas State Library has developed a set of standards for Texas library automation projects. These standards provide a consistent approach for future resource sharing and will help assure local libraries that they can transport their databases to future technologies at minimum cost.

It is important that certain key elements be standardized to enable Texas libraries to exchange information with each other in both on-line and off-line environments. Although Texas libraries can automate without adhering to any standards, there will be situations in the future which could penalize libraries that automate without regard to the accepted bibliographic or communication standards.

DESCRIPTION Project Leadership involves the establishment of two types of standards: 1) technical standards which address the issues of compatibility, accessibility, and exchangeability of data in an automated environment, and (2) resource sharing standards which discuss access to the library's collection by other libraries and patrons in both automated and non-automated situations.

In developing the technical standards, the staff of the Texas State Library obtained the advice of Texas librarians who have technical automation expertise. The resulting standards can be found in Appendix A1.

Examples of technical automation topics covered by the standards are: cataloging and encoding, machine-readable records, authority control, system capabilities, command languages, Open System Interconnection (OSI), communications standards, coded labels, optical media, linked systems, and remote access.

Automation projects funded by state or federal funds through the State Library will be required to meet Project Leadership automation standards. The standards will be optional for those libraries which are automating with local or private funding. However, by following the standards, these libraries can be more confident that their system could be integrated into any future state resource sharing communication system. They can also be more assured that their machine-readable database, an asset which represents a large investment in time and money, will be able to be moved to a new automated system when their current one becomes too small or technically obsolete.

TIMELINE Drafts of the automation standards were sent to a wide range of Texas librarians and automation vendors for their suggestions, comments and support. Public hearings were held at the Texas Library Association Annual Conferences in 1989 and 1990. In May 1990 the standards were recommended for adoption by the LSCA Advisory Council, and were adopted by the Texas State Library and Archives Commission in July 1990. They have applied to Major Resource Systems grants beginning in FY 1993, and to all other grants beginning in FY 1992.

The standards are subject to modification to reflect changing needs, developing technologies, and emerging national trends. The Texas State Library encourages suggestions and opinions from MRC Directors, System Coordinators, System Automation Consultants, consortia and organizations involved in library automation activity, and individuals. Proposed amendments which result from these suggestions will be forwarded to the LSCA Advisory Council for consideration. Changes approved by the Texas State Library and Archives Commission will take affect at the beginning of the State fiscal year following approval, unless otherwise provided for. Suggested changes to these standards should be submitted in writing by the first of June each year to Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. The complete updating procedure is found in Appendix A2.

PROJECT PARTNERS

COMMENTARY The role of Project Partners is to provide supplemental funding assistance for automation projects which facilitate interlibrary resource sharing. Automated library systems, whether stand-alone systems in a single library or multi-library shared systems, are very expensive to purchase and maintain. While automation facilitates resource sharing, the greatest benefits of library automation projects accrue directly to the specific libraries and their patrons, rather than to any sort of resource sharing service. Therefore, the large cost of automation projects can not be justified on resource sharing objectives alone. The state's role is to provide matching funds to those Project Neighbor libraries that desire to share resources in an automated environment. In this way, additional funding of modest proportions can be directed to aid local communities in providing a higher level of service to other libraries' patrons.

Depending on the individual circumstances in each community, it may not be appropriate or timely to consider a shared automated library system. Project Partners funding also allows public libraries which already own separate, stand-alone automated library systems to apply for funds to acquire the technology to link their computers together. Although this level of technology is not yet available in the marketplace in a standardized form, there is much work currently being done to develop such a capability. Therefore, the initial plans for Project Partners have been structured to permit this to occur when the technology catches up with the vision.

DESCRIPTION The basic plan for Project Partners is to provide matching grants of federal funds to nearby local libraries to purchase and operate an integrated automated library system; this might involve either the purchase of a new automated system or the expansion of an existing system. It also provides grants to link separate computer systems when the marketplace can provide standardized linkages which meet the requirements of Project Leadership.

Specific grant guidelines can be found in the LSCA Annual Program. A "point system" will be used to rank the applications which are received and those with the highest points will be funded.

Some of the basic requirements for a matching automation grant are:

- participating libraries must have a Project Neighbor agreement among themselves;
- the grant will provide funds to match local funding up to $100,000;
- participating libraries must have individual five year automation plans, as well as a five year plan for the project;
- the libraries' governing authorities must sign formal agreements with each other committing sufficient resources to maintain, operate and staff the automated system according to the requirements of the five year plan;

- the system must be procured in an open fashion, in conformance with state and local law;

- the system will conform to the standards established in Project Leadership;

- the system must have sufficient functional capabilities so that the patron can search the database, determine the location and availability of the desired material and initiate a request or hold for this material.

The Texas State Library provides consulting assistance to automation projects during the planning and procurement phases. Such consulting assistance is also available to Project Partners cooperatives.

LSCA Title I funds will be budgeted to provide the matching funds for shared public library automation projects. Projects involving other types of libraries will be eligible to apply for Title III funding for their matching funds. This distinction between these types of projects is necessary because of the federal requirements for these monies. Project Partners applicants may receive matching funds over a two year period, subject to the approval of the LSCA Advisory Council and the availability of funds.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of consulting or training. It could also involve providing additional funds to public library cooperatives. It will be up to each system, using their own decision making structure to determine how it wants to help. While the emphasis of the grants is to buy a portion of the computer hardware and software, funds can also be used for retrospective conversion and other tasks necessary to build the machine-readable database. The costs of any consultants or staffing or remodeling would be paid from local funds.

TIMELINE

The Texas State Library has already funded a number of shared automation projects over the past ten years (in Victoria, Plano, Amarillo, Grayson County and El Paso). However, these projects are not under the requirements outlined above because they received their funding previously. The requirements have since been incorporated into the Title III grant guidelines.

While no termination date has been set for Project Partners funding, it can be expected to be available for about ten years, depending upon (1) the level of state and federal funding, and (2) the continued technological viability of this approach.

PROJECT BUILD

COMMENTARY

The goal of Project Build is to continue building the database showing the holdings of the Texas public libraries and form a Group Access Capability database on OCLC that is available to non-OCLC members. This database is the backbone of Project TexNet.

If the nearby library collections available under Project Neighbor and Project Partners have been searched and the needed material is still not located, the TexNet interlibrary loan component of resource sharing is available. TexNet allows the host library to obtain the materials from a more distant library. For those libraries that can not participate in Project Neighbor and Project Partners because of fiscal, political or geographic reasons, TexNet interlibrary loan is the only link their patrons have to the vast collections housed in other libraries.

In order for TexNet to be a reasonably quick and cost effective service, databases must be available which show the locations of the desired material. Without the knowledge that the book or journal is held by a specific library, the librarian must send the borrowing requests "blind." This results in a great deal of work with a lower probability of success.

For over twelve years, the major public and academic libraries in Texas have used the OCLC database for cataloging and as a means to show other libraries what they own. In February 1993, this database contained over 23 million holdings for the 305 Texas institutions that contribute to the database.

The OCLC database is the backbone of TexNet, especially since OCLC also provides the communication mechanism to transmit the requests and responses. It also contains the holdings information for the major library collections around the country.

In order to guarantee that the holdings of the TexNet Center libraries are included in this database, the State Library funded the Interlibrary Loan Center Bibliographic Network Project for about ten years. This project (often called "BibNet") funded some of the costs for the ten TexNet Centers libraries to catalog their materials on the OCLC system. Project Build carries on this program by adding the holdings of smaller Texas public libraries to the Texas Group database.

DESCRIPTION

Project Build originally provided funds to reimburse the major Texas Public libraries for the cost of adding their cataloging records to the OCLC database. Beginning in FY 1994 it will provide funds to tapeload the holdings of Texas public libraries to the OCLC Texas Group database.

In this process of building an online database of Texas library holdings, the capability of producing an off-line database is also being created. The records created by cataloging on OCLC are saved to computer tape. The tapes of any number of libraries could be merged together and, with additional processing, be used to create a combined catalog on microfilm, microfiche, compact disk, laser disk, or on another online system.

Since a number of other states have created statewide databases using the new laser technology, the Texas State Library has studied this as an option. The following outlines why currently there are no plans to develop such an off-line database:

* tape processing costs: Texas libraries own so many items that there would be a significant cost to process all the tapes. The tapes would, at minimum, require both deduplication and merging. It would also be important to "flip" them to AACR2 cataloging and do authority control;

* mastering costs: Once all the records have been processed, the next step is to master these onto the microfiche, compact disk or whatever medium was selected. For a database of this size (estimated at over 5 million records after dedupping and merging), the current technology does not provide a suitable format, even with the recent advances in low cost storage. A microfiche database would contain thousands of separate fiche. A single compact disk can hold about 650,000 records and a 12 inch laser disk holds about a million. The costs for mastering such disks (about $10,000 currently) would be incurred for each of the separate disks required.

* equipment costs: In order to search the compact or laser disk, each library would have to own a microcomputer; this micro would have to be set up in a convenient place for the interlibrary loan librarian and/or the patrons to use and it would have to be available at convenient times. While more and more Texas public libraries are getting this equipment, there are still a large number that do not have it. In addition to the basic micro, the library would have to own a disk drive for that particular disk format. With the database taking up more than one disk, it would be much more convenient to have multiple disk drives, although it would not be absolutely necessary. The costs for all this equipment could easily total over $5,000 for each complete unit; large libraries would also need a number of units, for the multiple branch locations.

* communication system: If a library were to have the necessary equipment and the state database on compact or laser disk, it would only enable them to search and locate the items that their patrons want. They would then need to go to a communication system to transmit the request to the possible lending libraries. Of course, all the lending libraries would have to be connected to this same communication system. It would be important for the communication system to also provide management, storage and statistical functions, as well as the ability simply to transmit and receive messages. Such systems are available to use with databases on compact or laser disk, but they require still more equipment and use costs.

* redundancy/duplication of effort: The current resource sharing system (see Project TexNet) is based on the OCLC system; over 170 Texas libraries are members of OCLC, which offers them an online database of the holdings of over 13,000 libraries in the United States and forty-six foreign countries, as well as a full function communication system. Without a significant savings in cost, it does not appear wise to produce an off-line database and construct another communication system to provide a lower level of service than is available through the OCLC system. Using the OCLC system has the added advantage of being a resource sharing network based upon a service that a large number of Texas libraries are buying on their own to prepare their cataloging. Considering the relatively low level of interlibrary lending compared with total circulation, it is more appropriate to use an existing network, such as OCLC, than to spend larger amounts to create an alternative system.

TIMELINE

Project Build is an ongoing program of the State Library. From FY 1978 through FY 1991 support was given to adding the holdings of the ten largest public libraries to the OCLC database. Beginning in FY 1995 the emphasis will be on tapeloading the records of smaller public libraries to the Texas Group database. There is no anticipated termination date because it is important to keep building the database of Texas library holdings for resource sharing purposes.

PROJECT LIST

COMMENTARY

Access to journal articles is a very important aspect of any interlibrary loan program, especially for academic and special libraries. A great deal of time and money is wasted if libraries try to obtain photocopies of articles from libraries that do not have the particular journal issue that contains the desired article.

The generally accepted solution to this problem is to develop a union list of serials which shows the combined holdings of the participating libraries. Local or regional union lists are valuable when the patron can determine that a nearby library owns the title and issue that is being sought. Statewide lists are valuable when the librarian is searching for material to obtain on interlibrary loan.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

Goal 1 - Objective A:
"[The Texas Library Association should] promote the development of an online, statewide union list of serials through the appointment of a task force or the awarding of a research grant."

The Texas Union List of Serials (UTXL) is a statewide union list maintained on the OCLC database and produced on microfiche. It was created in 1985 using the OCLC serials subsystem. As of June 1992 UTXL contained over 627,000 item locations for the 98 participating Texas public, academic and special libraries. It is the only statewide union list of serials being maintained in Texas currently.

DESCRIPTION

Project List is a continuation of the Texas Union List of Serials (UTXL). Although the primary purpose of the project is to support the interlibrary borrowing of periodical photocopies, there are a number of potential corollary benefits which result from this union list information. One additional benefit is having information about other libraries' holdings when making decisions about purchasing or terminating serial titles. These lists are also quite helpful between Project Neighbor participants when patrons wish to travel to a nearby library to get the material directly.

The UTXL union list can be searched online by any OCLC member library in the state or nation. A microfiche copy of the list was produced annually through FY 1991.

Groups of libraries can apply for a Title III grant to pay for the staff, equipment and data entry costs to create a regional union list and add their records to UTXL at the same time. This project is subject to availability of funds.

TIMELINE

In accordance with the original design of the UTXL, funding for FY 1992 and beyond will be set at a maintenance level of about $1,500.

PROJECT TEXNET

COMMENTARY The cornerstone of the Texas State Library Automation and Resource Sharing Plan has been a strong and effective interlibrary loan network. This is a statewide interlibrary loan network embodied in TexNet.

The plans and goals of Project Neighbor and Project Partners are valid as initial starting places to fill a patron's information needs. However, if the material is not available in the patron's community, then the library must be able to obtain the material through an interlibrary loan network capable of accessing distant libraries across the state and nation. For example, in FY 1992 the TexNet Centers filled only 47% of the requests received from libraries in their region. Another 38% of requests were filled by libraries outside of the requesting libraries' local areas, and 10% of those were filled by out-of-state libraries. This indicates the vital importance of having an interlibrary loan network that reaches far beyond the local community.

The Texas State Library plans to continue funding an interlibrary loan network capable of easily sending and receiving requests to distant libraries, even in the long term future. The State Library will also continue funding a program for those Texas libraries which are too small, isolated, or without funds to obtain their own access to this network.

While the current interlibrary loan network is called Project TexNet, it is a continuation of the Texas State Library Communications Network (or TSLCN). TSLCN was instituted about twenty years ago to enable the rapid and efficient relaying of interlibrary loan messages among Texas libraries.

An obvious prerequisite to an efficient and effective interlibrary loan program is the need for a communication system to enable participating libraries to transmit requests and responses to each other. Without a standardized communication network, participating libraries would be burdened with the need to purchase additional equipment and to train staff in the various operating systems. In addition, if the communication system is not linked to the bibliographic database showing the libraries' holdings, some way must be found to avoid the labor-intensive task of entering the bibliographic information into the communications system.

To address this problem, the TSLCN adopted the OCLC Interlibrary Loan Subsystem as its communications system in 1979. About the same time, major Texas academic libraries also began using his subsystem to exchange information about interlibrary lending.

The OCLC Interlibrary Loan subsystem offers numerous beneficial features to full members:

1) the ability to search the entire OCLC database of over 26 million records to locate, and verify the necessary bibliographic information on library materials; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability to print incoming requests easily in a batch mode, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution; as well as customized statistical reports;

8) the availability of detailed documentation and ongoing training.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires training and some retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because of the major changes which are occurring in the telecommunications industry, there is the potential for dramatic increases in the costs and the possibility for disruption of services; however, this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available;

5) because the cost of participation in OCLC as a full member is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TexNet Interlibrary Loan Centers to handle the requests for the nonmembers.

In FY 1994, a Texas-wide Group Access Capability database will be formed on OCLC which will address the problems cited in 5 above. The Texas Group will originally be formed with the Texas libraries that are full OCLC members. Libraries with over 50,000 titles or that process over 500 interlibrary loans a year will be added to the Group as selective users as funds permit.

DESCRIPTION

Project TexNet is the system of contracts and policies by which public libraries, and to a lesser degree academic and special libraries, receive interlibrary loan and referral services.

In TexNet, there are three types of participants:

(1) TexNet Interlibrary Loan Referral Centers (ILC): the State Library negotiates with major libraries to fund the staff, fringe benefits, operating expenses and indirect costs required to fill or refer the interlibrary loan requests beyond the GAC for those libraries that are not full OCLC members; currently, ten public libraries located across the state are selected by the Library and Archives Commission to serve this role. The other criteria for participation are in the contract which specifies the policies and procedures these Centers must follow.

(2) Service Area Libraries: these are the public, academic, and special libraries in an ILC's service area which are not full OCLC members and use that ILC to fill or refer their interlibrary loan requests.

(3) Texas Group Libraries: these are the Texas Group members that fill the requests sent to them by other Group members or an ILC. Some of these libraries are involved in Project Loan. (See Project Loan for details on the reimbursement of these libraries for providing net loans.)

Full and selective Texas Group members can requests materials directly from other Group members. Full OCLC members may also refer their requests beyond the Group; selective user requests can be referred outside the Group by their designated ILC. Local public, special and academic libraries that are not Group members may submit requests to their designated ILC for books or photocopies needed by their patrons. If the material is owned by the ILC, it will be loaned directly; if the material is not owned, they will use the OCLC Interlibrary Loan Subsystem to refer the request to another library.

TIMELINE

There is a well-established timeline for funding and operating the TexNet interlibrary loan network. During the Spring of each year, the budgets for each Center and the network as a whole are set for the following fiscal year.

The funding of an interlibrary loan network structure which allows distant libraries to send and receive requests is seen as a permanent part of the State Library's Automation and Resource Sharing Plan.

PROJECT LOAN

COMMENTARY Project Loan is a continuation of a procedure whereby Texas libraries are reimbursed for loans made to other Texas libraries through TexNet. Beginning in 1982, the Texas State Library entered into contracts with Texas academic libraries to reimburse them for the loans they made to Texas libraries through a TexNet Center. Since 1984, academic libraries have been reimbursed only for the actual net loans made over OCLC. Project Loan was expanded in 1990 to include all types of libraries, although only academic libraries have been eligible or willing to participate so far. The reimbursement rate is currently $4.00.

These reimbursement contracts were started when the volume of interlibrary loan requests over OCLC from TexNet Centers to academic libraries began to have a significant impact on the staff and collections in these libraries. It was also a time when the costs of providing interlibrary loan service were rising rapidly, primarily due to the high inflationary increases of salary and operating costs.

This program has been very valuable in keeping access to the major academic collections free and open in Texas. As mentioned previously, the state has also been fortunate in having so many libraries which abide by the liberal AMIGOS Interlibrary Loan Code.

During the period that this reimbursement has been given, the predominant trend in other states has been for public and private universities to impose stiff fees on incoming interlibrary loan requests. These fees generally range from a minimum of $5.00 to over $20.00; some libraries even impose charges when they cannot fill the request.

Most Texas academic libraries have not imposed such fees. The few that do charge fees usually limit the charge to requests coming from corporate special libraries. There is only one known university library that seeks to collect lending fees from most other Texas libraries.

Generally speaking, it is much better to have as many libraries as possible in the list of possible lenders. There are two advantages to this: (a) there will be a greater likelihood of finding the desired title in the database, since each library could have materials that are unique, and (b) there will be more choices of locations to enter into the lender string and this could enable the materials to be delivered faster, without placing a heavier burden on the largest, most used institutions. Therefore, the approach taken by Project Loan is to encourage the many Texas libraries that are on OCLC to be responsive to our Project TexNet interlibrary loan requests.

DESCRIPTION Each summer, the State Library uses statistical reports from OCLC to analyze the volume of OCLC interlibrary loan traffic among Texas libraries and the TexNet referral centers and estimates the total number of net loans for each of the libraries. This estimate is used to prepare a contract which is sent in August, to begin in September.

Following the close of a state fiscal year, OCLC statistical reports are used to determine the number of net loans for each library with which there is a contract. Each library is then reimbursed the maximum amount allowed by their contract.

The reimbursement rate is set for each biennium at the time the state budget is prepared. For FY94 and FY95 a minimum of $96,833 and $98,984 has been requested. The FY94 and FY95 budgets have not yet been set by the Legislature, so the actual budgets may be different. Also, the actual expenditures generally are 10 to 15 percent less than the budgeted amount.

To participate in Project Loan, any Texas library (except for the Referral Centers, which are not eligible) must meet the following guidelines:

1. they must be capable of receiving interlibrary loan requests over OCLC;

2. they must agree to attempt to fill all the public and academic library requests which are referred by any Project TexNet Center;

3. they must request that a reimbursement contract be issued and agree to abide by the minimal state contracting requirements associated with this project; and,

4. there must be a reasonable volume of net lending (approximately 100 net loans annually) to justify the administrative costs of the paperwork and bookkeeping.

TIMELINE

Project Loan will continue with the current schedule whereby the total budget is set in the Spring, the actual contract amounts for each participating library are determined in the Summer, the contracts start in September and an annual payment is made by November, after the close of the fiscal year.

PROJECT LINK

COMMENTARY The major building blocks are available for a statewide system that could allow people in the smallest towns in Texas access to most of the public and academic library holdings and other information statewide, to send electronic requests for the material, and, in some cases, to receive the materials or information electronically. These building blocks include automated catalogs of most of the public and academic library holdings in Texas, including the holdings of the State Library; a statewide telecommunications network (THEnet), which is part of a federally-sponsored international network (Internet) that allows access to national and foreign library holdings and other information; and the growing availability of information and materials in electronic formats.

Only about 15 of the largest public libraries in the state have online access to the national bibliographic database and interlibrary loan system (OCLC), and even fewer provide access to electronic databases. Creation of statewide Group Access Capability in Project Loan will give most libraries access to the Texas OCLC database. Currently, OCLC is superior to a network for interlibrary loan of books because items can be located in a single database and the request automatically routed to several owning libraries. OCLC does not provide the other services that a statewide network with national and international access would.

While networked systems are few, about two-thirds of the population of the state is served by public libraries with integrated automated library systems. About three-quarters of the volumes held by public libraries are in libraries with automated systems. The majority of monographs and serials in Texas academic libraries are also automated. This means that most time-consuming and expensive work in automating libraries, converting the bibliographic and patron records, has been done.

The public libraries in Texas which have integrated automated library systems are only about 15% of the public libraries. But almost all of the 400 other public libraries have microcomputers, currently used for administrative tasks, which could be used to access an electronic network with little or no additional investment.

We also have available a statewide telecommunications network, THEnet (Texas Higher Education Network), which is part of the Internet. The Internet is an international "network of networks." The U.S. portion of the network began as networks maintained by the Department of Defense and the National Science Foundation to share high-speed computing facilities. Most academic and research institutions now have links to the Internet. In December 1991, Congress passed legislation creating a National Research and Education Network (NREN) which will succeed the Internet; libraries, and elementary and secondary schools are to be included in the NREN.

The Texas Education Agency has recently mounted a network on THEnet, TENET (Texas Education Network), which is serving elementary and secondary schools and agencies, staff and parents connected with them. Since this network includes school libraries, we might want to work with TEA to add services specifically for public libraries, rather than mounting a separate network. Over thirty Texas library catalogs are already available on the Internet:

Abilene Library Consortium (Abilene Public Library, Abilene Christian University, MacMurray College, Hardin-Simmons College)
Audie L. Murphy Memorial Veterans' Administration Hospital
Baylor University
Lamar University
NASA - Lunar and Planetary Institute
NASA - Lunar and Planetary/Antartic Meteorite Bibliography
Rice University
Sam Houston State University
South West Texas State University
Southern Methodist University
Southern Methodist University Press
St. Mary's University
Texas A&M
Texas Christian University
Texas Woman's University
University of Houston
University of North Texas
University of Texas Health Science Center at San Antonio
University of Texas Health Science Center at Tyler
University of Texas Permian Basin
University of Texas Southwestern Medical Center
University of Texas at Arlington
University of Texas at Austin
University of Texas at Austin Tarlton Law Library
University of Texas at Dallas
University of Texas at Galveston
University of Texas-Pan American

Catalogs of the Texas State Library, Houston Public Library, Harris County Public Library, Pasadena Public Library, Sterling Municipal Library, Port Arthur Public Library, Beaumont Public Library, Hebert Public Library, Henson Memorial Library, and St. Edwards University are expected to be available on the Internet by the end of FY93.

It is also possible to make periodical indexes, encyclopedias, and other databases available statewide on the network.

The number of people using home computers and telecommunications to obtain information from their homes or offices is growing rapidly. Texas academic libraries

have taken the lead in making their catalogs and other resources available to their students and faculty through home and office microcomputers; public libraries will soon be following. State Library catalogs and databases for the blind and physically handicapped, state records, archives, and information services will be automated by FY94, and can be made available on the network. Automated information from other state agencies could also be made available to the public through their libraries on the network.

In short, the national library community is moving rapidly into a networked environment and Texas libraries are following. Only a coordinated effort can make the most effective use of the technology. The State Library will take the lead to coordinate that effort.

DESCRIPTION

There are four challenges in providing information for Texans:

1) building a physical infrastructure for the delivery of information,

2) building an intellectual infrastructure to organize and retrieve the needed information,

3) making political and economic arrangements to distribute the costs equitably, and

4) teaching people to use the information effectively.

The State Library and Archives will work with the Department of Information Resources and the General Services Commission to link Texas public, academic, and school libraries to each other and to the National Research and Education Network. Network links are essentially high-speed telephone connections (cable, microwave or satellite) that allow a computer to act as a terminal for a computer somewhere else.

The State Library will work with other state agencies and local academic, school, special, and public libraries to provide the library catalogs, periodical indexes, databases, and full-text information sources on the network, and to provide the organizing structures and training to allow end-users the best use of the available information. Since access to the network essentially allows a user to use thousands of different computers in many different places, "front-ends" (end-user interfaces) must be developed to help people find and use the information easily.

The State Library will also work with state agencies, vendors, and local academic, school, special, and public libraries to create a pricing and policy structure that fairly distributes the staff and other costs of maintaining the network and the information available.

The State Library will coordinate the training of current library staff who have no training, and continuing education for professional library staff so that all libraries in the state have staff who can make maximum use of the information available in all formats.

TIMELINE

In FY 1993, Library Development Division staff will work with the appropriate state agencies, local libraries, and other state library staff to develop a network plan, which will include both the technical and policy structures for the network. Appropriate groups within the Planning Process for Statewide Library Development will also be consulted to ensure the compatibility of the network with other long-range plans for library development.

Also in FY93, continuing education activities will begin to familiarize local library staffs with the network concept, available resources, and how to use them.

In FY 1994, the network will begin operation with electronic mail service and access to resources already available on the Internet. Training in using the network will be added to the introductory continuing education activities.

In FY 1995, we will begin adding access to other local library resources, such as catalogs and local databases, and to other state information sources, and mounting commercial databases and other information resources.

PROJECT LEADERSHIP
LIBRARY AUTOMATION STANDARDS

STANDARDS

The standards address a limited number of topics which a library will consider when automating. As a result, they are not suitable by themselves for use in dealing with vendors, but may be included as part of a more comprehensive set of automation specifications drawn up by the local library. Although there are a number of standards which the library must meet, those standards are sufficiently limited in number and scope to allow the library great latitude in meeting local needs.

Use of the word "shall" means that the standard is required; use of the word "should" means that the standard is desirable, but not required. Use of the terms "recommended," or "highly recommended" is an indication of the level of importance attached to the standard.

1.0 APPLICABILITY

1.1 All Texas libraries are encouraged to adhere to these standards voluntarily.

1.2 Library automation projects receiving state or federal grant funds from the Texas State Library shall adhere to these standards, except as provided for in 1.2.1 and 1.2.2.

1.2.1 Projects that use computers for applications that do not create and maintain a bibliographic database are exempt from these standards. Examples of exempt uses include standard office and accounting functions such as word processing, desktop publishing and spreadsheets, and reference materials on CD-ROM or on-line.

1.2.2 Libraries may request exemption from a particular standard by submitting written justification with the grant application. State Library staff will evaluate the request and recommend whether the exemption should be allowed if the project is funded.

1.3 Consulting and continuing education services from the Texas State Library will promote these standards.

2.0 LONG RANGE AUTOMATION PLAN

2.1 All library automation projects shall have a written five-year plan.

2.1.1 Projects involving more than one library shall have a plan for the project as a whole, and an individual plan for each of the participating libraries.

2.1.2 Major resource or regional library systems funding projects to which these standards apply shall have a system long range automation plan. Individual libraries participating in system automation projects shall also have individual plans. The long range plans shall include the topics relevant to the project being considered in Standards 2.2 and 2.3.

2.2 Long range automation plans should include, but not be limited to, needs, goals, objectives, tasks, and benefits; projected collection growth; projected service area growth; number of titles represented by machine-readable records; hardware; software; hardware and software support; training support; retrospective bibliographic conversion; project administration and staffing; telecommunications; site preparation (computer room and workstation locations); implementation, including patron and item conversion and labeling; capital and operating costs, including staffing, utilities, and supplies; and timeline.

2.3 In addition to the considerations in Standard 2.2, long range automation plans for projects involving more than one library should include an evaluation of collection sizes, strengths, and overlaps; cost allocation methods; and governance structure of the project.

3.0 CREATING RECORDS

(This standard covers the intellectual content of the record.)

3.1 It is the goal of these standards that access points (headings) for all records conform to the latest edition of the Anglo-American Cataloguing Rules (AACR), and that descriptive cataloging for all records conform to the latest edition of AACR, whenever possible, or to a previous national cataloging standard.

3.1.1 The standard for original cataloging shall be the Anglo-American Cataloguing Rules, Second Edition, 1988 Revision (AACR2). The minimum level for original descriptive cataloging shall be AACR2, Level I, plus series statement. It is recommended that AACR2, Level II, be used for all original descriptive cataloging. Libraries are encouraged to enhance this standard with the Library of Congress's and the National Library of Medicine's application of AACR2.

3.1.2 It is highly recommended that existing records and those used for copy cataloging which do not meet current or previous national cataloging standards be upgraded to the latest edition of AACR. The minimum level of descriptive cataloging should be AACR2, Level I, plus series statement. Headings in records created under previous cataloging standards should be upgraded to the latest edition of AACR.

3.1.3 Abbreviated records are acceptable for ephemeral materials, materials which are on-order or in-process, materials which are awaiting full cataloging or have a short shelf life, or if the primary purpose is to enhance patron access. Records intended to be permanent in nature should be upgraded, whenever possible, to Standard 3.1.1 or 3.1.2.

3.1.4 It is highly recommended that monograph records added through retrospective conversion projects meet the Association of Research Libraries' Guidelines for Retrospective Conversion of Bibliographic Records for Monographs, adopted November 1985.

3.2 Subject headings shall be assigned from any controlled vocabulary subject heading system/thesaurus provided for in USMARC Format for Bibliographic Data (Field 600, Second Indicator, pp.2-3), for example: Library of Congress Subject Headings (LCSH), Library of Congress Subject Headings for Children's Literature, Sears Subject Headings, National Library of Medicine's Medical Subject Headings (MeSH), National Agricultural Library Subject Headings.

3.2.1 It is recommended that libraries use Library of Congress Subject Headings, latest edition, if appropriate.

3.3 Holdings statements for serials shall contain the data elements required in ANSI Serial Holdings Statements (Z39.44), Level 3 (Summary Level). Libraries may elect to provide more detailed holdings. Display of the holdings information is covered in Standard 6.4.5.

3.4 It is highly recommended that authority control be practiced according to the criteria found in Standard 5.2.

3.5 Local cataloging decisions shall be documented.

4.0 MACHINE-READABLE RECORDS

(This standard covers converting the cataloging record to machine-readable form.)

4.1 USMARC Format for Bibliographic Data shall be the standard for encoding bibliographic data in all formats. Other nationally recognized variations of MARC may also be used, for example, OCLC/MARC or RLIN/MARC.

4.2 It is recommended that records contain one or more of the following numeric identifiers, if available: LCCN, ISBN, ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number. It is highly recommended that the identifier(s) accurately reflects the bibliographic item held by the library.

4.3 It is recommended that records in shared bibliographic databases show which participating library contributed the record.

4.4 If a system uses an automated authority control subsystem, USMARC Format for Authority Data is the standard for encoding authority records.

4.5 Local encoding decisions shall be documented.

5.0 THE BIBLIOGRAPHIC DATABASE

(This standard covers bringing together machine-readable records to form a database.)

5.1 Bibliographic Records

5.1.1 All records entering the database shall follow the standards found in "Creating Records" (Standard 3.0), and "Machine-readable Records" (Standard 4.0).

5.1.2 A database used as a local catalog shall include all cataloged holdings, including print and non-print monographs and serials, except as provided for in Standard 5.1.3. Automation projects unable to meet this standard by the end of the grant period may apply for an exemption by supplying a statement of intent to comply with this objective and a reasonable schedule indicating when the objective will be achieved.

5.1.3 Libraries merging records into a union catalog may define the scope of the database. For example, a group of libraries may wish to include only audiovisual, genealogy or technical document records in their union catalog.

5.2 Authority Control

5.2.1 It is highly recommended that the Library of Congress Name Authority file be applied to all records entering the database. The control may be automated or manual. Other name authority files may supplement the LC Name Authority file.

5.2.2 It is highly recommended that subject headings be under authority control appropriate to the controlled vocabulary used. The control may be automated or manual.

5.2.3 If a system uses an automated authority control subsystem, USMARC Format for Authority Data shall be used.

5.3 Maintenance

5.3.1 The database shall be maintained to ensure that individual bibliographic records accurately reflect the collection. Generally, additions and deletions to the collection and changes in holdings and locations should be recorded within three (3) months. Generation of off-line products should include additions, deletions and changes current as of three (3) months prior to generation.

6.0 THE SYSTEM

6.1 General

6.1.1 The system shall contain the functions of database creation and maintenance, and circulation or a public access catalog. It is strongly recommended that libraries install multi-purpose systems, with circulation, public access catalog, cataloging, and acquisitions subsystems.

6.1.2 In a multiple terminal installation, the system shall support multiple users accessing the different subsystems at one time.

6.1.3 A shared system shall provide policy and parameter files for individual library members, for example, loan periods, fines, sort options, claim cycles, etc.

6.1.4 Standards 6.4 (The Catalog), 6.5 (Circulation), 6.6 (Linked Systems), 6.8 (Coded Labels), 6.9 (Remote Access), and 7.0 (Optical Media) apply only to systems using these components or having these features.

6.2 Open System Interconnection (OSI)

6.2.1 It is highly recommended that all systems comply with all layers of the International Standard Organization's Open System Interconnection (ISO #7498) as standards become available.

6.3 Machine-readable Database

6.3.1 The communications format for accepting and outputting records shall be USMARC Format for Bibliographic Data, including USMARC Specifications for Record Structure, Character Sets, Tapes, or a nationally recognized variation such as OCLC/MARC or RLIN/MARC.

6.3.2 The system shall accept, store and output the data elements defined in "National Level Record, Minimal Level Record Requirements," Appendix A of USMARC Format for Bibliographic Data. It is highly recommended that as many of the data elements as possible from the full MARC record be stored to preserve future options.

6.3.3 The system shall be able to add records by tape, floppy disk, or electronic transfer, or by input from local terminals.

6.3.4 If a system uses an automated authority control subsystem, that subsystem shall accept and output records in USMARC Format for Authority Data.

6.3.5 Output records shall be the current version of the record after all updates have been made.

6.3.6 Changes in USMARC formats shall be supported within 18 months of implementation by the Library of Congress.

6.3.7 For CD-ROM catalog projects, input, output, and storage of MARC records need not take place on-site if cataloging or database maintenance services are contracted to another library, consortium, or vendor, as long as the other provisions of Standard 6.3 are met.

6.4 **The Catalog**

6.4.1 The bibliographic database shall be searchable by personal and corporate authors, titles, series, and subjects. It is recommended that the database also be searchable by local call number, LCCN, ISBN/ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number.

6.4.2 The system shall provide either Boolean, keyword or browsing searches. It is recommended that all three types of searches be available.

6.4.3 It is recommended that the system be able to narrow searches by the use of language, date and format criteria.

6.4.4 The catalog shall display ownership, location and, except for CD-ROM catalogs, circulation status of monographs and serials.

6.4.5 Holdings statements for serials may be displayed in a format and contain data elements determined by the local library. Content of the holdings statement is covered in Standard 3.3.

6.4.6 It is highly recommended that "see" and "see also" cross references be included in all catalogs. The cross references may be apparent or transparent to the user.

6.5 **Circulation**

6.5.1 Adequate security for patron and circulation files shall be applied. Personal patron data and current circulation activity shall be restricted to authorized individuals.

6.5.2 The system shall not maintain patron/item linkages beyond those needed for current circulation, fine assessment or resolution, or those needed under very specialized circumstances, for example: control of rare and valuable materials, and service to patrons with special needs.

6.5.3 A unique identification number shall be assigned to each patron record and to each item in the system. It is highly recommended that the number be structured to uniquely identify the local library.

6.5.4 The circulation system shall show ownership, location and availability of individual items.

6.6 **Linked Systems**

(For the purpose of these standards, a linked system is defined as separate online public access catalogs in different libraries, from either the same or different vendors, which are electronically interfaced.)

6.6.1 Linked systems shall provide access from one system to another through the terminals of the local system.

6.6.2 Linked systems shall allow automatic and user controlled routing of commands from one system to another.

6.6.3 No more than two command languages shall be used for terminal to computer interaction. For example, when three or more different automated systems are linked, there should be a common command language so that patrons need learn no more than the command language of their own library's system and the common language.

6.7 **Terminals**

6.7.1 Terminals shall support the full 96 ASCII character set. Terminals supporting an expanded character set may be used.

6.7.2 Provision shall be made to substitute for or suppress non-displaying MARC characters.

6.8 **Coded Labels**

6.8.1 It is highly recommended that systems use CODABAR or Code 39 label formats.

6.9 **Remote Access**

6.9.1 The system shall not require specific or special terminal characteristics. The system shall support one or more common terminal emulators, for example, VT100, ADM, ADDS.

6.9.2 Asynchronous telecommunications shall be supported at line speeds of 1200 baud or higher in conformance with applicable EIA, CITT, and Bell standards.

6.9.3 The library shall publicize the availability of remote access. Information needed by a patron to gain access shall be made available according to local policy.

7.0 **Optical Media**

7.1 It is highly recommended for union catalog projects that optical media comply with the standards outlined in the Sony/Philips Yellow Book and that the file structure follow "High Sierra" standards.

PROJECT LEADERSHIP LIBRARY AUTOMATION STANDARDS

Updating Procedure

The standards are viewed as being dynamic in nature, subject to modification to reflect changing needs, developing technologies, national trends, and community acceptance. Changes made for the purpose of clarification or editorial changes are exempt from this procedure.

Examples of topics which have already been identified for inclusion at some future time include: changing "recommended" or "highly recommended" to "shall"; or adding serials control systems, interlibrary loan systems, acquisitions systems, non-serial data elements, and Open System Interconnection (OSI).

Individuals or groups who wish to recommend changes to one or more of the standards may do so by following this procedure and timeline. To initiate the process, submit recommendations in writing by June 1 to Edward Seidenberg, Director, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711.

June 1 - Suggested written changes due at the Texas State Library.

September 1 - State Library staff reviews suggested changes. Those recommended for further consideration are disseminated widely (MRC directors, system coordinators, system automation consultants, members of the Advisory Panel, and consortia and organizations representing a majority of library automation activity in state). Changes proposed by the State Library staff will also be disseminated.

November 1 - Written responses due at the Texas State Library.

January 1 - Revised recommended changes, if necessary, will again be disseminated widely, as above.

March 1 - Written responses are due at the Texas State Library.

April 1 - Recommended changes are widely disseminated as above, and to the LSCA Advisory Council. Mass mailings to all Texas libraries may be done when significantly dramatic changes are proposed.

May - The LSCA Advisory Council considers changes at its regular May meeting and makes recommendations for adoption.

July - Texas State Library and Archives Commission takes action on Council's recommendations.

September 1 - Approved changes take affect, unless otherwise provided for.

TEXAS STATE LIBRARY
GENERAL GUIDELINES for RECIPROCAL BORROWING

APPLICATION

These guidelines apply to those programs (currently Title III, Project Partners, Project Neighbor) which require reciprocal borrowing services. Reciprocal borrowing agreements funded by State Library grants must be written agreements signed by the appropriate local officials.

DEFINITION

> "Reciprocal borrowing" is a service established by an agreement among libraries to allow each other's primary client groups on-site use of facilities and direct borrowing privileges without direct charges, when those patrons would not be eligible to borrow materials in the absence of the agreement.

OBJECTIVE

The purpose of reciprocal borrowing is to offer patrons of cooperating libraries greater access to normally circulating library materials than is afforded through the channel of interlibrary loan, by providing them borrowing privileges in libraries where such privileges would not otherwise be available without charge. It is not the purpose of reciprocal borrowing to provide patrons with such unlimited access to other libraries as to eliminate their need or desire to use their home library.

A reciprocal borrowing program does not relieve any participating library from the duty to develop its own collection to meet the ordinary library resource needs of its primary clientele.

ELIGIBILITY

Any person who is considered by a library to be a member of its primary client group is eligible. In public libraries that would be the residents of political subdivisions which support the public library; in schools or academic libraries any enrolled student, faculty, or staff would be considered primary clientele; and special libraries would include employees of the parent organization. Cooperating libraries may expand eligibility to include other types or categories of patrons, for example, those holding non-resident cards. Patrons receiving reciprocal borrowing privileges must be registered and in good standing at their own library, and at all participating libraries.

Each participating library must share resources by offering reciprocal borrowing services to all eligible patrons of the other cooperating libraries. In an off-line automated system environment (e.g., CD-ROM catalogs) this requirement can be met by instituting a "pass" system in which libraries have passes allowing patrons to receive checkout privileges at other project libraries. A pass system may not be used to restrict any categories of eligible borrowers (for example, to prohibit students from using reciprocal borrowing services).

SERVICES

Reciprocal borrowing means that another library's primary client group may use the facilities and collection on-site, and may check out materials available on the shelf from the general circulating collection, with the same circulation privileges as the local primary client group. Reciprocal borrowing does not necessarily entitle a patron from another library to receive other library services, such as placing of "holds," database searches, interlibrary loan, checkout of reserve materials, or privileges granted only to faculty or graduate students, or other special categories of borrowers.

FEES, DEPOSITS, CHARGES

There can be no fees, deposits, or charges assessed directly to reciprocal borrowers other than those assessed directly to a library's own primary client group. Examples of permitted direct charges include: reserving library materials, replacement of lost borrower cards, and fines for overdue, lost or damaged materials. Fines, fees and charges should be assessed in the same manner and at the same rate as for a library's own patrons.

While reciprocal borrowing must be free to patrons, a system of reimbursement may exist among the participating libraries. It is up to the cooperating libraries to determine whether or not participating libraries will be reimbursed. Member libraries might agree to reimburse each other. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. If funds are available, the State Library may offer Project Neighbors reimbursements to net lenders. The patron would not be directly charged for using the library or checking out materials, except as stated above.

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are similar.

Each public library system is required to submit project evaluation reports and disadvantaged services reports according to the instructions outlined in Attachment 2. Project Evaluation Reports and Uniform Statistical Reports will be submitted by recipients of MURL, Establishment, and Disadvantaged subgrants according to the instructions outlined in Attachment 3. Title III Interlibrary Cooperation projects and Project Partners projects will submit similar reports, if funded. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly statistical Standardized Reporting Form and Local/Systems Objectives Report distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the number and type of liaison contacts, number and type of materials acquired, number of persons viewing audiovisual materials, and other statistics relevant to administration and evaluation of the systems program.

The Annual Report for Local Fiscal Year and System Membership Application Form (Attachment 5) is distributed annually to all public libraries in Texas. The data collected assists the State Library in comparing and evaluating the development of public libraries and in determining each library's eligibility for membership in the Texas Library System.

Attachment 6 is the property inventory instructions and form. All nonexpendable property purchased with grant funds and with an unit acquisition price of $300 or more must be reported. In addition, the disposition report form and instructions for property purchased with federal and state funds is included as Attachment 7. Subgrantees are required to inventory grant purchased property every two years. The guidelines for inventorying equipment and library materials purchased with grant funds are found in Attachment 8.

Each subgrantee is required to submit quarterly Financial Status Reports, which are used to monitor the financial progress of the grant and the rate of grant expenditures (Attachment 9). All fiscal and programmatic requirements conform to the "Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", Office of Management and Budget Circular A-87, and HHS Guide OASC-10.

In addition to staff review of the quarterly financial reports and evaluation reports, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team, with the project director and other local participants, will review project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Monitoring Guide: General Policies, Attachment 10).

Dissemination of subgrant evaluation reports is accomplished through the Texas State Library's Library Services and Construction Act Annual Report. This document contains copies of all final subgrantee evaluation reports. Copies of the Library Services and Construction Act Annual Report are provided to members of the Library Services and Construction Act Advisory Council, Texas State Library and Archives Commission, Texas State Library Clearinghouse, and to interested parties upon request.

Attachment 1

Contract #

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of the Texas Government Code §441.121 et. seq., the *Library Systems Act*; Texas Government Code §441.006, *General Powers and Duties*; and Public Law 101-254, the *Library Services and Construction Act*.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1994.

B. The Performing Agency agrees to adhere to all regulations cited in the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies.*

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1994. By October 31, 1994, a final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Office of Management and Budget Circular A-128, *Audits of State and Local Governments*. The audit will be provided to the Receiving Agency no later than 365 days following the close of the city fiscal year.

An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract # .

E. Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G. Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

> Published with funds granted by the Texas State Library under the Texas *Library Systems Act* (Texas Government Code, (441.121 et. seq.), and the *Library Services and Construction Act* (P.L. 101-254).

H. The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in the Annual Plan for System Service grant application submitted to the Receiving Agency which requested federal and/or state assistance.

J. The Performing Agency agrees to retain all financial and programmatic records, supporting documents, statistical records, and any other records pertinent to this grant for a period of five (5) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K. The Performing Agency agrees to maintain inventory records of nonexpendable personal property purchased with grant funds having a unit acquisition cost of $300 or more. The Performing Agency will submit a listing of all property purchased with grant funds which cost $300 or more to the Receiving Agency on the Form TSL 51-12, "Property Inventory Record", by October 31, 1994. The Performing Agency agrees to conduct a physical inventory of such property every two years as set forth in the *Uniform Grant and Contract Management Standards for State Agencies*.

The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased as provided for in the *Rules for Administering the Library Systems Act.*

L. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs.

Automatic Data Processing Costs
None

Building and Related Costs
None

Equipment
None

Insurance and Indemnification
None

Professional Services
None

M. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N. The Performing Agency agrees to submit the System Project Evaluation Report Form and the Disadvantaged Services Report Form. The System Project Evaluation Reports are for the periods: (1) September 1, 1993 to February 28, 1994, due March 25, 1994 and (2) March 1, 1994 to August 31, 1994, due September 26, 1994. The Disadvantaged Services Report is for the period September 1, 1993 to August 31, 1994 and is due September 26, 1994.

O. The Performing Agency agrees to submit the Local/System Objectives Report, the Uniform Statistical Reporting Form, and the Workshop Reporting Form to the Receiving Agency at the end of each quarter.

P. The Performing Agency agrees to submit five (5) Financial Status Reports to the Receiving Agency during the contract period. A Financial Status Report must be submitted for each project funded under this contract.

Q. The Performing Agency will submit the reports required in Sections O and P according to the following schedule:

Reporting Period	Due Date
September 1, 1993 - November 30, 1993	December 31, 1993
December 1, 1993 - February 28, 1994	March 25, 1994
March 1, 1994 - May 31, 1994	June 24, 1994
June 1, 1994 - August 31, 1994	September 26, 1994

A final Financial Status Report will be submitted by October 31, 1994.

R. The Performing Agency agrees to notify the Receiving Agency in writing within seven (7) days of the employment or resignation of professional staff paid in whole or in part with grant funds.

S. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Failure to submit required reports for a prior year grant can result in suspension of this grant. Suspension shall be effective fifteen (15) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

T. The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

U. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of the *Uniform Grant and Contract Management Standards for State Agencies*.

V. The Performing Agency shall administer this grant in accordance with the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies* which shall be considered a part of this contract.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1993 and shall terminate August 31, 1994.

V. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $

Source of Funds in this Contract:

Appendix B
Attachment 1

V. BASES FOR CALCULATING REIMBURSABLE COSTS

EXPENSE CATEGORY	Adm.	Cnsig	Cont Edu.	Automation	Video	16mm Films	Coll. Dev.	Publicity	Adult Literacy	TOTAL
Personnel										
Fringe Benefits										
Travel										
Equipment										
Supplies										
Contractual										
Other										
TOTAL DIRECT CHARGES										
Indirect Charges										
TOTAL										

Funds may be transferred among the above projects and expense categories without amending this contract if sumulative transfers do not exceed ten (10) percent of the total budget or the expense category or project is not zero funded. These provisions do not allow the total amount of the contract to be exceeded.

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 101-254 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library	
By:_____	By:_____ Signature (Must be an official empowered to enter into contracts)
William D. Gooch Typewritten Name Above	_____ Typewritten or Printed Name Above
Director and Librarian Title	_____ Title
_____ Date	_____ Date
Approved: _____ Fiscal Officer	
Type or print name of local fiscal officer responsible for account into which these funds are to be paid.	Type or print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.
_____ Name of Fiscal Officer	_____ Name of Property Manager
_____ Title (Must be an official of the Performing Agency)	_____ Position of Property Manager
_____ ADDRESS	_____ ADDRESS
_____ TELEPHONE NUMBER	_____ TELEPHONE NUMBER

Appendix B
Attachment 2

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: System Coordinators

FROM: Mark Smith, Library Systems Administrator

DATE: September 1, 1993

SUBJECT: System Evaluation Reports

Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1994. These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each. One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually. The second is the Disadvantaged Services Report form which is to be submitted annually. Your first Project Evaluation Reports will be due for the first half of SFY 1994 and should be received no later than March 25, 1994. The annual Project Evaluation Reports and Disadvantaged Services Reports, which cover the entire 12 month period, are due on September 24, 1994.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education. For this reason, we request that your reports be: 1. complete, accurate, and clear; 2. an original document; 3. printed on computer or typewriter with at least a 1 1/2 inch to 2 inch margin on both sides. Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

P.O. Box 12927 Austin, Texas 78711-2927 (512) 463-5460 FAX (512) 463-5436

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

Please call if you have any questions.

Appendix B
Attachment 2

INSTRUCTIONS

Regional Public Library Systems
Project Evaluation Reports

INTRODUCTION

The System Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The semiannual report, covering the first six months of the state fiscal year, is to be submitted by March 25th according to the System contract. The annual report, covering all 12 months of the state fiscal year, is to be submitted by September 23rd. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of fiscal year.

4. Specific project results:

For each objective identified in Section 3, indicate the result to date (usually a number), the variance (annual report) or projected variance (semiannual report) between the project objective and the project result, the unit cost incurred in meeting the objective (if applicable), and a brief summary of important activities relating to that objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the semi-annual report do not report a variance based on the actual result to date, but, as noted above, on a projection of the year-end result. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Projected Variance}$$

Systems may use whatever methods seem reasonable in projecting project results for the semiannual report.

The formula to be used in determining the unit cost of a system service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or another (e.g., cost per student hour of literacy training). In other cases, cost data may not be available. These circumstances should be indicated on the form as "n.a.". Systems should make every effort to supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized statistics appears below.

5. Significant developments:

In this section system evaluators should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding four sections. Important changes or improvements in project implementation over previous years should be noted. Any other information important to the understanding of project results to date should be provided in this section.

ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation Report:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13, we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

Instructions
System Project Evaluation Report
Page 4

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1. Cost per book purchased

   Computed: Cost of "books received (#1 on SRF) for period in question: number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2. Cost per 16mm film purchased

   Computed: Cost of "films received" (#2 on SRF) for period in question: number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3. Cost per periodical subscription

   Computed: Cost of "periodical subscriptions" (#3 on SRF) for period in question: by number of same. Do not factor in labor or other costs.

4. Cost per videocassette received

   Computed: Cost of "videocassettes received" (#4 on SRF) for period in question: number of same. Do not factor in labor or other costs.

5. Cost per book leased

   Computed: Cost of lease plan contract (prorated as necessary) for period in question: number of new lease books received for period in question. Do not factor "basic collection" books into unit cost calculations to avoid costing these books more than once.

6. Cost per books-by-mail book circulated

   Computed: Total operating expense of books-by-mail project for period in question: number of circulations for period in question. Do not factor in the cost of books-by-mail books.

7. Cost per film showing

   Computed: Total operating expense of film project for the period in question: number of showings for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost showings by MRC and by other libraries separately.

8. Cost per film attendee

   Computed: Total operating expense of film project for the period in question: the total attendance for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost attendance by MRC patrons and by those of other libraries separately.

9. Cost per videocassette viewer

   Computed: Total operating expense of videocassette project for the period in question: the total number of videocassette viewers for the period in question. Do not factor in the cost of videocassettes or equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for the period in question: the total number of reference referrals answered for the period in question. Do not factor in the cost of equipment.

11. Cost per workshop attendee

    Computed: Total operating expense of the continuing education project for the period in question: the total number of workshop attendees for the period in question.

12. Cost per student hour

    Computed: Total operating expense of the continuing education project for the period in question: the total number of student hours for the period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail consultations.

    Computed: Total operating expense of the consulting project for the period in question: the total number of consultant hours logged for the period in question.

For answers to questions relating to unit costing, projecting project results, or any other issues or concerns relating to the System Project Evaluation Report, system evaluators are encouraged to contact Mark L. Smith (512/463-5527).

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT: SFY 1994

System _____ Semiannual Report ____ Annual Report ____

Project Name _____ Date Submitted: _____

I. Overall objective of this project:

II. Summary of project results:

III. Specific project objectives and results:

A.

Result to Date | Projected Variance | Unit Cost

Activity Summary:

Appendix B

Project _____

Page _____ of _____

III. Objectives and Results (continued)

Result to Date	Projected Variance	Unit Cost

Activity Summary:

IV. Significant developments:

EXAMPLE

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT: SFY 1994

System Texas Tumbleweed Library System Semiannual Report X Annual Report X

Project Name Film Services Date Submitted: March 15, 1994

I. Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared basis, film hardware and software to meet the basic A-V programming needs of member libraries. The program supplies member libraries with films and projection equipment which they might not otherwise be able to purchase with limited local funds. The system also provides assistance in adapting film programming ideas to individual libraries and encourages the use and maintenance of films through occasional training sessions.

II. Summary of project results:

Utilization of film services by the MRC was higher than anticipated in the first half of SFY 1994, while use by members was somewhat lower. The latter is attributed to difficulties in purchasing new film hardware. A newly implemented Christmas film circuit resulted in increased utilization of Christmas films in the first half of SFY 1994.

III. Specific project objectives and results:

A. Purchase 72 films in SFY 1994

Result to Date	Projected Variance	Unit Cost
48	+13%	$342

Activity Summary: TTLS was able to take advantage of special discounts by film companies to purchase more films in the first half of SFY 1994 than anticipated.

B. Record 3,152 film showings by MRC

Result to Date	Projected Variance	Unit Cost
1,634	+4%	$ 3.84*

Activity Summary: A special lunchtime film series in the fall helped boost MRC totals for film showings.

III. Objectives and Results (continued)

C. Record 19,336 film showings by system

Result to Date	Projected Variance	Unit Cost
8961	-7%	$ 3.84*

Activity Summary: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.

D. Record film attendance of 100,477 by MRC

Result to Date	Projected Variance	Unit Cost
52,847	+5%	$ .27**

Activity Summary: See IIIB

E. Record film attendance of 428,747 by system members

Result to Date	Projected Variance	Unit Cost
201,311	-6%	$ .27**

Activity Summary: See IIIC above

F. Distribute 150 copies of updated film catalog

Result to Date	Projected Variance	Unit Cost
-0-	-0-	$12.53***

Activity Summary: Catalog is being printed.

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.
** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.
*** Includes labor and printing costs.

IV. Significant developments:

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of the first half of SFY 1994, the system was still awaiting delivery of this equipment.

SFY 1994 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence in the first half of SFY 1994. Two films were added to each packet in September, bringing the total to 20. Plans are to add two more in March, for a total of 22 films per packet.

The Audiovisual Committee of TTLS met twice during the first half of SFY 1994. At the first meeting, new films were previewed and revisions to system film policies discussed. At the second meeting the Committee made budget recommendations to the Planning Committee for film services in SFY 1994.

Appendix B
Attachment 2

INSTRUCTIONS

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1994

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state. The report is to be submitted annually, by September 24th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1. Summary of System Activities Impacting the Disadvantaged:

   Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged. You should note any special circumstances which arose in the course of these activities. You should also note whether your activities increased or decreased over the previous year. Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged. This total should match the total of the "Expenditures" column in Section 2.

2. Specific Activities by Target Group and Project:

   System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

   Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list. Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used. Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor. Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

   The target group descriptors are as follows:

   1. Persons Without Public Library Services
      a. Persons in unserved counties.
      b. Other rurally-isolated persons.

   2. Culturally Disadvantaged
      a. Young adults.
      b. Mentally ill (not institutionalized).
      c. Deinstitutionalized.
      d. Single parent families.
      e. Drug abusers.

f. Alcohol abusers.
g. Delinquents (not institutionalized).
h. Abused or neglected young adults, preschoolers, or children.

3. Socioeconomically Disadvantaged
   a. Migrant Workers.
   b. Unemployed.
   c. Women.
   d. Low income persons.

4. Educationally Disadvantaged
   a. Children of socioeconomically disadvantaged adults.
   b. Preschoolers of socioeconomically disadvantaged adults.
   c. Those in need of adult education or coping skills.
   d. Developmentally disabled (learning disabled, retarded, etc.).

5. Physically Handicapped

6. Institutionalized

7. Limited English-Speaking

8. Elderly

9. Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these Section 2 descriptors, you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Mark L. Smith (512/463-5527).

Appendix B
Attachment 2

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1994

System _____

Date Submitted _____

1. Summary of System Activities Impacting the Disadvantaged:

Total Expended _____

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA_____ State _____	Project Result_____

EXAMPLE
REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1994

System Texas Tumbleweed Library System

Date Submitted September 15, 1994

1. Summary of System Activities Impacting the Disadvantaged:

TTLS serves a region in which 42% of the population is of Spanish origin. Many of these persons could be considered disadvantaged as indicated by high poverty rates. It is estimated that 6.4% of the population of TTLS is limited English-Speaking. Six counties in TTLS had unemployment rates in excess of 9% in July, 1991, with two counties having rates as high as 17% and 21%. Accordingly, TTLS makes an effort to target many of its projects to serve the disadvantaged. In SFY 1994, consultations with member libraries serving predominantly low income and limited English-Speaking populations resulted in four visits at a cost of $416. A workshop entitled "Selecting Spanish-language Materials" was presented on March 23, 1994, at which 13 system libraries were represented. Seven Spanish language films were added to system collections at a cost of $2,488. In addition, Spanish-language books at a cost of $34,611 were purchased with system funds. In other services to the disadvantaged, TTLS provided books-by-mail service to the rurally-isolated residents of Mesquite County, circulating 1,183 books at a cost of $3,647. To support literacy training in the system, $40,000 in literacy grants were awarded to seven member libraries. During the year, 361 large print books were purchased at a cost of $6,290. System member libraries used collection development funds to purchase 5,774 books which were targeted for the educationally disadvantaged.

Total Expended $186,588

2. Specific Activities by Target Group and Project:

	Target Group	System Project	Expenditures LSCA	State	Project Result
a.	Socioeconomically Disadvantaged	Administration Consulting & CE	0	$416	4 libraries consulted
b.	Limited English-Speaking	Administration Consulting & CE	0	140	13 libraries participated 84 credit hours awarded

Appendix B
Attachment 2

Regional Public Library Systems
Disadvantaged Services, page 2 of 2

2. Specific Activities (continued)

Target Group	System Project	Expenditures LSCA	State	Project Result
c. Limited English-Speaking	Film Services	0	2,488	7 films purchased
d. Limited English-Speaking	Collection Development	34,611	0	1,983 books purchased
e. Persons without Service	Unserved County	0	3,647	1,183 books circulated
f. Functionally Illiterate	Literacy	40,000	0	1,796 library materials purchased 9,328 student hours 10 tutor training workshops
g. Elderly	Service to the Elderly	6,290	0	361 large print books purchased 15,783 circulations in 65 libraries
h. Educationally Disadvantaged	Collection Development	28,710	70,286	1,645 books purchased 4,129 books purchased
	TOTALS	$109,611	$76,977	

MURL PROJECT REPORTS
SFY 1994

INSTRUCTIONS

MURL libraries are required to file MURL Project Evaluation Reports and MURL Uniform Statistical Reports and Explanation of Variance.

DUE DATES

A Project Evaluation Report is to be submitted semiannually; a Uniform Statistical Report (including Explanation of Variance, if needed) is to be submitted quarterly. Failure to file reports when due may result in grant suspension.

Reporting Period	Due Date	Type of Report
First Quarter	12/06/1993	Uniform Statistical Report
Second Quarter	03/07/1994	Uniform Statistical Report
Semiannual	03/25/1994	Program Evaluation Report
Third Quarter	06/06/1994	Uniform Statistical Report
Fourth Quarter	09/05/1994	Uniform Statistical Report
Annual	09/24/1994	Program Evaluation Report

PROJECT EVALUATION REPORT (Semi-annual and Annual)

The report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the U.S. Department of Education.

b. To encourage grant recipients to evaluate project results in the context of project objectives.

c. To encourage recipients to utilize quantitative measures in stating objectives and to employ quantitative evaluation techniques.

Each report shows project performance for the reporting period. The annual report shows activity for the second 6 months and summarizes performance data for the entire year. The annual report will be submitted to the U.S. Department of Education as your Final Project Report.

Appendix B
Attachment 3
Report Form:

I. Overall Objective of this Project - State the overall project objective(s) for the year clearly and succinctly. For example:

The objective of the MURL Grant Project for SFY199X is to utilize $12,000 in MURL Grant funding to support the work of the Local History Department in serving persons throughout the metroplex. Library materials will be purchased for the collection, and services will be provided by the library free of charge to non-residents.

II. Year-to-Date Summary of Project Results - Briefly summarize project accomplishments for the period you are reporting on. The annual report should both report on activity for the second six months, and provide year-to-date data on accomplishments for the grant period. Indicate any special circumstances which impacted on the achievement of objectives, either negatively or positively.

Include a brief statement on the current budget status of your grant, showing amount spent, amount still encumbered, and balance. Use the most up-to-date figures available, which might prove to be those from our own records.

III. Specific Project Objectives and Results

Objective

Objectives are to be taken from your grant application performance measures, and no substantive objective included in your application may be omitted. List specific end-of-year project objectives, including all numeric objectives. Please note that libraries must report statistics on one or more of the following free services offered non-residents: one-site use of the collection, reference services, or circulation of library materials. Exclude ILL activity when reporting on circulation of library materials, as ILL is a separately funded program. Other objectives should be reported in quantitative terms whenever possible.

Year-to-Date Result

Indicate the results for the period reported on - This will be a number, even if "zero", or a brief statement in the case of a non-quantitative objective. The annual report should both report on activity for the second six months, and summarize and cumulate project accomplishments for the grant year.

Activity Summary

Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives.

NOTE: Include an explanation if project accomplishments are significantly at variance (+/- 5% or more) with project objectives.

UNIFORM STATISTICAL REPORT with Explanation of Variance (Quarterly)

Libraries are required to submit quarterly statistical reports on MURL grant activity, including an Explanation of Variance. The purpose is to meet reporting requirements set by the Texas State Legislature; to aid in reporting MURL activity to the U.S. Congress through the U.S. Department of Education; and to help ensure uniformity in reporting MURL statistics. These statistics pertain only to the MURL program of serving non-residents.

Libraries must report on all materials purchased with grant funds (MATERIALS ACQUISITION); and on one or more of the service categories marked with a double (**) asterisk. We request that you report on other applicable categories. Enter statistics on the Uniform Statistical Report form even if they have been included in the Project Evaluation Report.

The reports are subject to audit by the State of Texas, so be accurate and keep verifying documentation.

General

- Do not correct or amend the previous quarter's figures. If corrections are necessary, adjust the current report. If you desire, you can note information regarding the corrections at the bottom of the page .

- Report statistics appropriate to the period being reported: For example, if you receive 1,000 books in January, and 1,000 books in March you would report 1,000 books received the second quarter, and 1,000 books received the third quarter.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

Instructions

- End-of-Year Target. This figure is taken from your grant application and shows the end-of-the-year objective that you said you would achieve if the grant application were funded. These figures may not be revised.

- Year-to-Date Total. Enter the sum of all quarterly figures.

- Percent of Target Attained To-Date. Calculate the percent, and report any variance above or below the acceptable range on form Explanation of Variance. See Explanation of Variance for the acceptable range.

The percent of the program target reached is calculated using this formula:

$$\frac{\text{Y-T-D Total}}{\text{End-Of-Year Target}} \times 100$$

Appendix B
Attachment 3
Lines 1-5: Materials Acquisition

Please report only materials actually received. Do not report materials which have been ordered, since many orders are canceled. In the first quarter of any fiscal year, do report materials received in the new fiscal year, but which were ordered and paid under the previous year's grant. This will ensure a continuous count of all materials obtained with grant funds.

Line 1: Books received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, Books In Print and Subject Guide To Books In Print would be counted as multi-volume sets.

Line 2: Subscriptions purchased

Count the number of volumes of periodicals purchased with grant funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased.

Line 3: Videocassettes received

Please report the number of videocassettes purchased with grant funds.

Line 4: Microform volumes received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publication on microform, count the number of volumes or years, if possible. In the case of census records on microfilm, it will be necessary to count the number of rolls received. In the case of business services or other similar information on microfiche, substitute the number of titles received.

Line 5: Other materials received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 6: Film attendance

Please include the number of persons attending film programs.

Line 7: Videocassette viewers

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one

Line 8: Filmstrip viewers

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 9: Other program attendance

If the library sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, please report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported on Lines 6-8 above.

Line 10: Circulation...reciprocal borrowing

If your library has a reciprocal borrowing agreement with one or more other libraries, please report the number of materials you loaned under these agreements.

Line 11: Circulation...non-residents

Please report the number of times materials were circulated from any part of the collection to non-residents. Such circulation statistics would include large-print materials, Spanish language materials, cassettes and art prints, etc. Exclude material reported on Line 10. Libraries must report on one or more of the categories in Lines 11-13.

DO NOT report interlibrary loans which involve TexNet, as this activity is a separately funded and reported program.

Line 12: On-site use of collection

Report the number of non-residents using the collection. Libraries must report on one or more of the categories in Lines 11-13.

Line 13: Reference services

Report on references services extended to non-residents in-house, by telephone, or by mail. MURL libraries must report on one or more of the categories in Lines 11-13.

REPORT FORMS

Feel free to use a computer in preparing either report; however, all reports must closely follow the forms supplied with these instructions. Your annual Project Evaluation Report will be included with annual reports from other libraries and submitted to Washington as your Final Project Report. The Uniform Statistical Report and Explanation of Variance will be used by the State Library, the State Legislative Budget Board, and the State Auditor.

For assistance in completing these reports call Richard E. Getz, Grants Coordinator, at (512)463-5532.

Appendix B
Attachment C

MURL PROJECT EVALUATION REPORT, SFY 1994

EXAMPLE

Library: Metropolitan MURL Library Semiannual ____ Annual X

Submitted By: Grant Green, Project Manager Date: September 25, 199X

I. Overall Objective of this Project

The objective of the MURL Grant Project for SFY 199X is to utilize $9,337 in MURL Grant funding to support the work of the Telephone Reference Department and the Local History Department in serving persons throughout the metroplex. Library materials will be purchased for these collections, and services will be provided by these departments to non-residents, free of charge.

II. Year-to-Date Summary of Project Results

By the end of the grant period, $12,656 (92%) of the grant funds had been expended for reference and local history materials, the remaining funds had been encumbered, leaving a balance of $0.

154 volumes had been purchased for the telephone reference collection and 114 volumes for the local history collections, giving a grand total of 268 volumes purchased, seven less than planned.

A survey of telephone reference services to non-residents revealed that the objective of 2,920 information requests for the grant period had been exceeded by 3.2 percent. A survey of non-resident on-site use of the local history collections indicated that the objective of 5,840 non-residents utilizing these collections had been exceeded by 5.9 percent.

III. Specific Project Objectives and Results

Objective A

Purchase 145 volumes for the telephone reference collection.

Year-to-Date Result

133 volumes were purchased during the second six months, giving a grand total of 154 for the year.

Activity Summary

The Telephone Reference Department's goal of spending all of its MURL Grant allotment by the end of the year was met. Based on current encumbrances, the goal of 145 volumes is likely to be exceeded by 9 volumes.

Objective B

Purchase 130 volumes for the local history collection.

Year-to-Date Result

102 volumes were purchased during the second six months, giving a grand total of 114 for the year.

Activity Summary

Higher than expected unit costs for local history (Texana and genealogy) materials have resulted in the objective not being met by 16 volumes.

Objective C

Receive 1,460 requests for telephone reference information from non-residents each six months for an annual total of 2,920 requests.

Year-to-Date Result

1,608 information requests were received during this reporting period, giving a total of 3,012 for the year.

Activity Summary

During the third week of March, non-resident use of telephone reference services was surveyed. This percentage was two points higher than the survey results for the first six months. Applying the survey results to the total requests for the second half of the year resulted in a estimate of 1,608 non-resident requests received. The airing of radio public service announcements concerning telephone reference service, heard throughout the Metroplex in February and March, would appear to account for some of the increase in telephone reference requests by non-residents in the second half of the year.

Objective D

Have 2,920 non-residents make on-site use of the local history collections each six months for an annual total of 5,840 non-resident users.

Year-to-Date Result

2,914 non-resident users were estimated to have used the collections on-site this reporting period, for a grand total of 6,183 for the year.

Activity Summary

The results from six sample days scattered throughout the reporting period showed that 23% of the on-site use of local history collections was made by non-residents. Applying this percentage to the sample results for total use during the second six months yields an estimate of 2,914 users for the second reporting period. This estimate is down from 3,269 in the first period. This decline can be attributed to slightly lower overall library use during March and April. Overall, the Local History Department has exceeded its target for the year by 343 non-resident on-site users.

Appendix B
Attachment 3

MURL PROJECT EVALUATION REPORT, SFY 1994

Library: _____ Semi-Annual ____ Annual ____

Submitted By: _____ Date Submitted: _____

I. Overall Objective of this Project

II. Year-to-Date Summary of Project Results

III. Specific Project Objectives and Results

A. Objective

Year-to-Date Result

Activity Summary

Appendix B
Attachment 3

Library: _____

Page _____ of _____

III. Specific Project Objectives and Results (Continued)

B. Objective

Year-to-Date Result

Activity Summary

C. Objective

Year-to-Date Result

Activity Summary

MURL UNIFORM STATISTICAL REPORT, SFY 1994
QUARTERLY REPORT
(Statistics for MURL Project only)

Library: _____

	End-of-Year Target	QUARTERS 1	2	3	4	Year-to-Date Total	Percent of Target Attained To-Date
MATERIALS ACQUISITION							
1) *Books rcd							
2) *Subscriptions prchd							
3) *Videocassettes rcd							
4) *Microform vols rcd							
5) *Other materials rcd							
TOTAL materials rcd							
MEDIA SERVICES/SPECIAL PROGRAMS							
6) Film attendance							
7) Videocassette viewers							
8) Filmstrip viewers							
9) Other program attendance							
TOTAL viewers/ attendance							
CIRCULATION (Exclude ILL activity)							
10) Circulation...							
Reciprocal borrowing							
11) **Circulation							
Non-Residents							
TOTAL circulations							
12) **On-site use of							
collection by							
Non-Residents							
13) **Reference services							
for Non-Residents							

* Reports are required on all material purchased with MURL grant funds.
** Reports are required on one or more of these services provided non-residents.

Appendix B
Attachment 3

MURL UNIFORM STATISTICAL REPORT, SFY 1994
EXPLANATION OF VARIANCE

Library: _____

A written explanation, including action to be taken to remedy the situation, is required if actual performance varies from projected performance by +/- 5 percent or more from the projected annual figure. Provide an explanation if the percent of annual performance attained is

Reporting Period	Less Than	Equal To or	Greater Than	
First Quarter	20%	or	30%	of annual target
Second Quarter	45%	or	55%	of annual target
Third Quarter	70%	or	80%	of annual target
Fourth Quarter	95%	or	105%	of annual target

WORK PERFORMANCE TARGET	EXPLANATION OF VARIANCE

UNIFORM STATISTICAL REPORT FOR REGIONAL SYSTEMS - 1994

Name of Reporting System: _____

Reporting Month: _____

	YEARLY TARGET AS OF 8/31/94	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION			
1. Number of Books Received			
2. Number of 16mm Films Received			
3. Number of Periodical Subscriptions Purchased			
4. Number of Video Cassettes Received			
5. Number of 16mm Films Leased			
6. Number of Books Leased			
7. Number of Volumes of Microform Received			
8. Other Materials Received			
Total 1-8			
MEDIA SERVICES			
9. Number of Film Showings			
10. Number of Persons Attending Film Showings			
11. Number of Video Showings			
12. Number of Persons Attending Videocassette Showings			
13. Number of Persons Attending System-Sponsored Programs			

Appendix B
Attachment 4

	YEARLY TARGET AS OF 8/31/94	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
CIRCULATION SERVICES			
14. Number of Books Circulated to the Public	_____	_____	_____
15. Number of Other Materials circulated to the Public (Audioc. + Circuit VC)	_____	_____	_____
16. Number of Materials Circulated Through Reciprocal Borrowing Programs	_____	_____	_____
INTERLIBRARY LOAN SERVICES			
17. Number of Reference Referrals Answered	_____	_____	_____
18. Number of Lateral ILL Request Filled	_____	_____	_____
TECHNICAL ASSISTANCE			
19. Number of Workshops Held	_____	_____	_____
20. Number of Persons Attending Workshops	_____	_____	_____
21. Number of Student Hours at Workshops	_____	_____	_____
22. Number of Consultant Hours	_____	_____	_____
23. Number of Library Staff Assisted	_____	_____	_____
24. Number of Pieces of Publicity Distributed	_____	_____	_____
LITERACY OR ESL PROJECT			
25. Number of Persons Attending Literacy or ESL Sessions	_____	_____	_____
26. Number of Student Hours in Literacy or ESL Sessions	_____	_____	_____

	YEARLY TARGET AS OF 8/31/94	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
AUTOMATED PROJECT			
27. Number of Bibliographic Records in the Database, 9/1/93			
28. Number of Bibliographic Records Created			
29. Number of Bibliographic Records Deleted			
30. Number of Patron Records in the Database, as of 9/1/93			
31. Number of Patron Records Created			
32. Number of Patron Records Deleted			
33. Number of Materials Circulated (Automated)			
34. Number of Lateral Interlibrary Loans (Automated)			
35. Number of Reciprocal Borrowing Transactions (Automated)			
TECHNOLOGICAL SUPPORT			
36. Number of Pieces of Equipment Purchased			
37. Number of Libraries or Branches Assisted			

Send Completed Form For Each Month To: Texas State Library
Library Development Division
Box 12927
Austin, Texas 78711

Appendix B
Attachment 4

UNIFORM STATISTICAL REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter.

The concept of Key Performance Targets introduced during SFY 1992 will continue in the 1994-95 Biennium; however, the items on your Uniform Statistical Report to be included in our Key Performance Targets have changed. We will be reporting program measures in the following four categories:

1. Number of Books and Other Library Materials Provided to Libraries. This figure will combine materials purchases (lines 1 through 8 of the Uniform Statistical Report) and lateral loans (lines 18 and 34).

2. Number of Electronic Records Created. This measure will use line 28 of the Uniform Statistical Report.

3. Number of Persons Provided Project-Sponsored Services. This measure will include persons viewing system sponsored AV programs (lines 10 and 12), program attendance (line 13), direct loans to patrons (lines 14, 15, and 16), reciprocal borrowing (lines 16 and 35), reference referrals (line 17), and persons attending ESL or literacy instruction (line 25).

4. Number of Librarians Trained or Assisted. This figure will combine workshop attendance (line 20) number of library staff assisted (line 23).

While all the measures are important, the targets which become part of our Key Performance Target Report are particularly crucial.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note information regarding the corrections at the bottom of the page.

- Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are canceled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1993 system grant were received in November, 1993 (during FY 1994), those materials would be reported in the November, 1993 report. This will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., Resource Sharing, Consulting).

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, Books In Print would be counted as separate volumes or pieces of library material.

Line 3: Number of Periodical Subscriptions Purchased

Count the number of volumes of periodicals purchased with system funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased (i.e., do not attempt to report periodical received by member libraries).

Line 4: Number of Video Cassettes Received

Report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6: Number of Books Leased

Report the number of new materials which will actually be received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor. Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7: Number of Volumes of Microform Received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publications on microform, count the number of volumes or years, if possible. For census records on microfilm, count the number of rolls received. For business services or other such information on microfiche, substitute the number of titles received.

Note: This measure does not include the microforms produced by the system or the MRC, such as a COM catalog of MRC holdings.

Line 8: Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 9-10: Number of Film Showings and Number of Persons Attending

Report the number of film showings and the number of persons attending film programs. 16mm film showings and attendance count should be reported for all system-owned films and for all films leased with system funds. The count of film showings should include both in-house programs and out-of-library circulations.

Lines 11-12: Number of Videocassette Showings and Number of Persons Attending

Report the number of videocassette showings and the number of persons attending videocassette programs. Showings and attendance count should be reported for all system-owned videos and for all leased videos obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. If viewer count is not available, then report one circulation as one viewer.

Line 13: Number of Persons Attending System-Sponsored Programs

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #10 (Persons Attending Film Showings) or #12 (Persons Attending Videocassette Showings).

Line 14: Number of Books Circulated to the Public

Report the number of system-owned materials circulated to the public. Such circulation statistics would include the books-by-mail, large-print, Spanish language materials, and extension loan collections. This includes out-of-library circulations by local libraries.

Line 15: Number of Other Materials Circulated to the Public

Please report the number of system-owned cassettes, art prints, or other materials circulated to the public. Include out-of-library circulations by the local library.

Line 16: Number of Materials Circulated to the Public through Reciprocal Borrowing (Non-Automated)

If your system has a reciprocal borrowing component in your plan of service, report the number of materials loaned to residents under this component. (See the note for Line #18 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds; report those transactions on line #35.

Line 17: Number of Reference Referrals Answered

This measure should be used to report on the number of reference questions initiated by the public which were referred to the system office from the local library and answered by the reference back-up project. Do not include any questions which involve the TexNet Interlibrary Loan Center; report only those questions which are not answered by the ILL staff. Report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 18: Number of Lateral Interlibrary Loans Filled

Report the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans through TexNet.

Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (line #16 or line #35).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds; report those transactions on line #34.

Line 19: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form. "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop. Note: The system advisory council orientation sessions and conferences are to be considered as workshops. When a system reports a joint workshop, that system may report a prorated share of persons and student hours on lines 21 and 22.

Line 20: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of system staff who attend workshops, but do include MRC staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system.

Formal training of volunteer literacy tutors in a workshop setting should be treated as a system workshop and reported as such on the standardized reporting form, if the system is paying for the workshop or had a role in arranging for the workshop (for example, arranging for meeting space, helping to publicize the workshop, etc.) If the system does not have a direct role in arranging for the tutor training (if the local library or some other group does this), the session should not be counted as a system workshop. The cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center.

Line 21: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop. Do not count lunch and breaks. Avoid double counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 22: Number of Consultant Hours Logged

Report the number of hours which system staff spend in providing consulting services in person, by phone, or by mail. In-person consulting includes on-site visits as well as contacts made at the system office. Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Include consultant hours logged by all system staff and other personnel who are doing specialized consulting. Include presentations, group sessions, and speeches, such as presentations made to a civic organization, Friends group, commissioners' court, or county library association. Telephone or mail consultations are specific requests for assistance which can be provided over the telephone or by mail. Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc.

Line 23: Number of Library Staff Assisted

Report here the total number of persons associated with local libraries with whom system staff have consulted. This figure should represent non-unique counts of all consultations including telephone and on-site contacts. Include in this count any consultation with any member of the library staff, library board and local officials concerning the operation and management of the library and its programs. Do not count contacts relating to the administration of the system grant such as applications for minigrants, the status of invoices to vendors or collection development allocations.

Line 24: Number of Pieces of Publicity Distributed

Report the total number of pieces of promotional, public relations, and other printed materials which the system distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationery produced or purchased by the system should be included. Do not include books-by-mail catalogs or updates.

Line 25: Number of Persons Attending Literacy or ESL Sessions

Report the number of persons attending each tutoring or class session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the major resource system's literacy program.

Note: This is not the number of individuals enrolled for the program, but the attendance at each session.

Line 26: Number of Student Hours in Literacy or ESL Sessions

Multiply the number of contact hours at the local library (hours during which students and instructors are meeting in tutoring or class sessions) by the number of students in attendance at that session.

Line 27: Number of Bibliographic Records in the Database

Report here the total number of machine-readable bibliographic records in your system's database as of the first day of the state fiscal year (September 1). Report monthly additions to the database in line 27. Patron records are reported in Line #31.

Line 28: Number of Bibliographic Records Added to the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries that your system added to the database during the month. Count records for all types of library materials.

Line 29: Number of Bibliographic Records Deleted from the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the month.

Line 30: Number of Patron Records in the Database

Report the number of machine-readable records of system member library patrons contained in your system's automated circulation system as of the first day of the state fiscal year (September 1). Report patron records added to the database monthly in line 31.

Line 31: Number of Patron Records Added to the Database

Report the number of machine-readable records of library patrons which your system added to the database during the fiscal year. Enter the total number of records for all patrons of all libraries participating in the project.

Line 32: Number of Patron Records Deleted from the Database

Report the number of machine-readable patron records which your system deleted from the automated system during the fiscal year.

Line 33: Number of Materials Circulated (Automated)

Report the number of circulation transactions recorded by your automated circulation system during the fiscal year. Include serial and film booking transactions if your circulation system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals, and reserves which are charged through the system.

Line 34: Number of Lateral Interlibrary Loans (Automated)

Report the number of interlibrary loans which occur among the member libraries which are recorded through the automated circulation system. Do not report any interlibrary loans through TexNet. It is critical that no double counting occur. If an interlibrary loan is recorded on TexNet, it should not be reported here.

If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only on Line #18. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #35.

Line 35: Number of Reciprocal Borrowing Transactions (Automated)

Report the number of materials loaned to patrons of other libraries as a result of the automated circulation system. Do not double count reciprocal loans reported on Line #16 of this report. Line #16 refers to reciprocal loans which occur in systems without an automated shared circulation system paid in part with state or federal funds. In order to be reported on this line, the reciprocal borrowing transaction must be recorded through the automated circulation system.

Line 36: Number of Items of Equipment Purchased for Member Libraries

Report the number of items of equipment purchased for member libraries from all projects. Count equipment purchased as a unit consisting of several parts as one item unless the parts can normally be purchased separately and can be used independently. For example, a computer CPU, monitor and keyboard, purchased together, would count as one item. Items purchased separately each count as one item. For example, a computer CPU, a monitor and a keyboard, purchased as replacements or additions for different libraries, would count as three items.

Line 37: Number of Libraries or Branches Assisted with Technological Support

Report the number of individual libraries or branches for which items of equipment were purchased from all projects. Count each library or branch only once, even if it received more than one item of equipment.

Appendix B
Attachment 4

LOCAL/SYSTEMS OBJECTIVES REPORT

System:_____ Month:_____

Project Title:_____ State Fiscal Year:_____

Please include your locally determined objectives on this form. There is no need to duplicate objectives which are included on the Standardized Reporting Form. The objectives listed on this form should be realistic, attainable, and quantified, and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Performance Report - Month." Also enter the cumulative total for the year in the section entitled, "Performance Report - Year-to-Date."

Please note that there must be objectives for each project for which there are no measures on the Standardized Reporting Forms. Targets may not be revised during the fiscal year; variance above or below the target should be explained int he evaluation reports.

Statement of Objectives	Performance Report Month	Year-to-Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Appendix B
Attachment 5

ANNUAL REPORT
FOR LOCAL FISCAL YEAR 1993

This form is due at the Texas State Library three months after your 1993 fiscal year ends. All data applies to your library's 1993 fiscal year.

The local fiscal year covered by this report began _____ **and ended** _____.

Library Name _____ County _____
(As you wish it to appear in the directory)

Mailing Address _____ - _____
street or p.o. box city zip code +4

Street Address _____ - _____
(if different) street city zip code +4

Phone _____
area code number extension

Telefax _____
area code number

Head Librarian _____
first name last name

Person completing form (if different) _____
first name last name position

Board Chair _____
first name last name

Mailing Address _____ - _____
street city zip code +4

Friends President _____
first name last name

Mailing Address _____ - _____
street city zip code +4

Outlets and Users

Number of branch libraries _____

Number of bookmobiles in use _____

Number of other public service outlets (collections in nursing homes and jails, stations, etc.) _____

Has the main library building(s) or any branch library been renovated, expanded, or new construction completed within the period covered by this report?

_____ Yes _____ No

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Categories of Expenditures

Salaries and Wages		
Library Staff	1 a	
Plant Operation, Security and Maintenance Staff	1 b	
Employee Benefits		
Library Staff	2 a	
Plant Operation, Security and Maintenance Staff	2 b	
Subtotal Wages and Benefits (add 1a thru 2b)	3	
Collection		
Print Materials (exclude serial subscriptions and microforms)	4	
Serial Subscriptions (include all physical formats)	5	
Microforms (except serial subscriptions)	6	
Audiovisual Materials	7	
Other Materials	8	
Subtotal Collection (add 4 thru 8)	9	
Miscellaneous		
Furniture and Equipment	10	
Other Operating Expenses	11	
Subtotal Miscellaneous (add 10 + 11)	12	
Total Direct Operating Expenditures (add 3 + 9 + 12)	13	
Indirect Costs (Optional; attach documentation if claimed)	14	
Total Operating Expenditures (add 13 + 14)	15	
Capital Outlay (Do not include expenditures reported above)	16	

200

Local Financial Effort

Of the amount shown in Library Collection Expenditures (Item 9), how much was expended from local funds only? 17 _____

Of the amount shown in Total Operating Expenditures (Item 15), how much was expended from

- Local funds only (include government sources)? 18 _____
- Local government sources only? 19 _____

Note: See Instructions (page 6) for definitions of "local funds" and "local government sources."

Library Income By Source

"Operating Income" is money received by the library for the current and recurrent costs of operation, including grants for special projects. "Capital Income" is money intended for major capital expenditures, construction, renovation, endowment fund deposits, or other extraordinary items. (Exclude interlibrary loan and system operation grants from both of these categories).

	OPERATING INCOME	CAPITAL INCOME
City or Cities	20 a _____	20 b _____
County or Counties	21 a _____	21 b _____
School Districts	22 a _____	22 b _____
Foundation & Corporate Grants	23 a _____	23 b _____
Federal Library Services & Construction Act Funds	24 a _____	24 b _____
Other Federal Funds	25 a _____	25 b _____
State Funds (do not include system grants)	26 a _____	26 b _____
Other Local Sources (interest, fines, donations from individuals)	27 a _____	27 b _____
TOTAL INCOME	28 a _____	28 b _____

If the library received funds from a city or county other than the one in which the library is located, list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.

Cities or Counties Funding the Library	Amount Received
_____	$ _____
_____	$ _____
_____	$ _____

LIBRARY COLLECTION

		Titles	Volumes, Items or Physical Units
Books and Serials (exclude microforms)	29	_____	_____
Uncataloged Paperbacks	30	_____	_____
Government Documents (if in separate collection and exclude microforms)	31	_____	_____
Microforms (include government documents)	32	_____	_____
Audio Materials	33	_____	_____
Films	34	_____	_____
Video Materials	35	_____	_____
Machine-Readable Materials	36	_____	_____
Other Library Materials	37	_____	_____
TOTALS	38	_____	_____

Number of subscriptions currently received (periodicals and newspapers in any format) 39 _____

LOCAL LIBRARY SERVICE

Number of library circulation transactions 40 _____

Number of reference transactions received by your library 41 _____

Number of persons attending programs/presentations provided by the library 42 _____

Number of materials used in the library 43 _____

Number of library visits 44 _____

How long is your standard check-out period for books? 45 _____ days

ADULT EDUCATION

Did your library offer any of the following adult education services? (Check all that apply.)

_____ ABE - Adult Basic Education classes

_____ GED - General Education Development classes

_____ ESL - English as a Second Language classes

_____ Literacy tutoring or small groups

_____ ESL - English as a Second Language tutoring or small groups

_____ Family Literacy

_____ Workplace Literacy

CHILDREN'S SERVICES

Number of circulations of juvenile materials
(children's materials in all formats, excluding young adult materials) _____

Did your library offer any of the following services for children? (Check all that apply.)

_____ Baby Lapsit Programs for parents and babies (6 to 18 months)

_____ Toddler Programs for parents and toddlers (18 to 36 months)

_____ Preschool Storytime for children (3 to 5 years)

_____ Storytimes for Day Care Centers, Nursery Schools, or Preschools

_____ School-age Programs (Do not include Summer Reading Program)

_____ Library tours for children

_____ Computer classes for children

_____ Programs in elementary schools

Number of persons (juvenile and adult) attending children's programs provided by the library _____

LIBRARY STAFFING AND SALARIES

		Number of Full-Time Equivalents*
Persons Holding Title of Librarian		
• with master's degree from program accredited by ALA	46	_____
• other persons holding title of librarian	47	_____
All other paid staff	48	_____
Total library paid staff	49	_____

*Divide hours scheduled per week by 40 hours

How many hours last year did volunteers (including community service, Green Thumb, etc.) work in your library? 50 _____

What was the Head Librarian's annual rate of salary? 51 $ _____

How many hours per week is the Head Librarian currently employed in library duties? 52 _____ hours per week

RESOURCE SHARING

		Number of Requests
Interlibrary loan requests (exclude informational requests) filled by other libraries **for your library users**		
• Through a State sponsored Interlibrary Loan Office	53	_____
• Requests filled by any other method	54	_____
Interlibrary loan requests **provided to other** libraries	55	_____

Does your library participate in any reciprocal borrowing agreement?
(Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other without payment of a nonresident use fee.)

_____Yes _____No

If your library participates in a reciprocal borrowing arrangement, please list the libraries with which you have an agreement. _____

_____

_____

Number of reciprocal loans provided to patrons of other libraries 56 _____

Does your library charge a non-resident fee or deposit to persons living outside the library's service area?

_____Yes _____No

If yes,

Outside what areas (city, county, school district, etc.) does the fee apply? _____

_____

How many fee-paying non-resident borrowers are registered? _____

How many materials were circulated to fee-paying non-resident borrowers? _____

What is the annual cost of a non-resident card? $ _____

(If there is other than a flat annual charge, please attach a fee schedule.)

What was the total revenue from non-resident fees last year? $ _____

Does this revenue go to _____ the library
_____ the city, county, or school district
_____ other (Where? _____)

Does your library circulate materials to persons living outside the library's tax-supporting service area without a fee or deposit?

_____Yes _____No

If yes,

To what areas or groups do you provide free service? _____

_____

How many non-resident borrowers are registered without charge? _____

How many materials were circulated to non-resident borrowers without charge? _____

LIBRARY HOURS

Total number of hours during the year that the library was open. 57 _____ per year

The purpose of this question is to find out how many overlapping hours of library service were available to your patrons last year. This total should be reduced for any hours that any of the facilities were closed to the public (e.g., holidays, weather emergencies, staff development days, construction, repairs, etc.). Report every hour that any facility is open to the public during all of last year.

Count main library, branches, and bookmobiles in the following way. If, for all 52 weeks, the main library was open 50 hours a week and the two branches were open 42 hours a week (regardless of whether or not all are open at the same or different times), the total should be reported as 6,968 hours (50 + 42 + 42 = 134 times 52 weeks = 6,968).

SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS

(If the library closes for the lunch hour, be sure to reflect this in the schedule.)

REGULAR-SCHEDULE

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
WEEKLY TOTAL _____

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

SUMMER-SCHEDULE

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
WEEKLY TOTAL _____

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

LIBRARY USE CHARGES AND FEES

Rule 1.72 of the Rules for Administering the Library Systems Act requires a public library to "provide library services without charge or deposit to all persons residing in the library's tax supporting political subdivision."

§ 1.72 Public Library Service

(b) The following charges are permitted at the discretion of the library's governing authority: reserving library materials; use of meeting rooms; replacement of lost borrower cards; fines for overdue, lost, or damaged materials in accordance with local library policies; postage; in-depth reference services on a contractual basis; photocopying; telefacsimile services; library parking; service to non-residents; sale of publications; rental and deposits on equipment; and charges for the use of materials and machine-readable data bases not owned by the library, major resource center, or regional library system for which the vendor or supplier has charged a borrowing fee.

Please describe charges assessed to residents for any library services NOT listed in Rule 1.72 above. Also, please identify the fee structure. Use an additional page if necessary.

_____

_____

Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? (Check any applicable groups):

_____New Residents _____Temporary Residents _____College Students _____Military

If the answer is yes to any of the four choices, please submit a copy of the policy authorizing this charge if the policy is not already on file with the State Library.

BRANCH AND/OR BOOKMOBILE INFORMATION

(Attach a separate sheet if more space is necessary. A library may submit its own published listing of branch hours and locations, if such a list is available. Population estimates listed below should be provided on published list.)

_____Branch

_____Bookmobile

Library Name _____

Mailing Address _____ - _____
street or p.o. box city zip code +4

Street Address _____ - _____
(if different) street or p.o. box city zip code +4

Phone _____
area code number extension

Telefax _____
area code number

Name of Librarian _____
first name last name

As part of a national program to collect data about public libraries, the U.S. Department of Education would like your best estimate of the size of the population served by each branch library and bookmobile.

This is an estimate of the service population of this branch or bookmobile. **(Check one)**

a. _____ Less than 1,000
b. _____ 1,000 – 2,499
c. _____ 2,500 – 4,999
d. _____ 5,000 – 9,999
e. _____ 10,000 – 24,999
f. _____ 25,000 – 49,999
g. _____ 50,000 – 99,999
h. _____ 100,000 – 249,999
i. _____ 250,000 – 499,999
j. _____ 500,000 or more

REGULAR-SCHEDULE

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
WEEKLY TOTAL _____

SUMMER-SCHEDULE

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
WEEKLY TOTAL _____

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SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME:_____CITY_____

This Authorization for application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY 1995).

All signatures are necessary. Current members of the Texas Library System MUST obtain all necessary signatures if they wish to continue their System membership during SFY 1995.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send the State Library all other pages **except this Authorization** and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 1993 is complete and accurate.

AUTHORIZATION

SIGNATURE of Mayor, City Manager, or County Judge, or School Superintendent (Circle applicable one)	Typewritten or printed name
SIGNATURE of Head Librarian	Typewritten or printed name
SIGNATURE of Library Board Chair	Typewritten or printed name

Attachment 6

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

MEMORANDUM

William D. Gooch
Director and Librarian

TO: Local Recipients of Texas State Library Grants

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1993

SUBJECT: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g., sponsoring MRC, as the location. Then write "packet" next to location.

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It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting all date elements required on the attached form in order for the contract requirements to be met.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PROPERTY INVENTORY RECORD *
(Purchase Price More Than $300.00)

1. City or County _____

2. Contract Number _____
(as assigned by Texas State Library)

3. This inventory is for : ☐ Equipment/Furniture ☐ Films ☐ Videocassettes ☐ Computer Software ☐ Monographs ☐ Other (please designate)
(Submit only one category of library material on each inventory form.)

Glossary Term	Description	Mfr.'s Serial # or Other Unique ID #	Purchase Price	Purchase Date (Year/Month/Day)	Location of Property	Condition/ Status
			$			

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* All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

Appendix B

Attachment 7

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants (Excluding Systems)

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1993

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds from the Texas State Library

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

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disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference, not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

Appendix B

Attachment 7

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Recipients of Texas State Library System Operations Grants

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1993

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds from the Texas State Library

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

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entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly, proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1. City or County _____

2. Contract Number _____
(as assigned by Texas State Library)

Property Description	Mfr.'s Serial # or Other Unique ID #	Location of Property	Purchase Price	Purchase Date (Year/Month/Day)	Date of Sale	Sale Price	Other Disp. (Descripe)	Reimbursement Due Texas State Library
			$			$		$

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1. Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library Grant program. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use or value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas State Library exercises its right to transfer the property.

* These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

Appendix B
Attachment 7

Appendix B
Attachment 8

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to successfully carry out the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300 or more, and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the printouts listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending a printout by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final or the audit report.

Appendix B
Attachment 8

Financial Status Report

By nine months from the date the guidelines are received, you should return one updated printout to the State Library. On this printout you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory printouts correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more that 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory printout corresponds to the category "Source of Property" on the Property Inventory Form. In this column, identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisitions cost in accordance with the regular accounting practices of the organizations purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received; however, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library listed a percentage on the printout, if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If property is located in an office or unit not under the direct governance of the local library (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's printout already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property is no longer needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable, and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased

property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N. Property Management Standards is attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to successfully carry out the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Appendix B
Attachment 8

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300 or more, and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the printout or diskette with the status and condition for each item indicated.

Specific Instructions

With these instructions, the Texas State Library is sending a printout by contract number which lists the inventory records you have filed with the state. For some systems, this information will be provided on a diskette. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report and/or the audit report for each grant.

By nine months from the date the guidelines are received, you should return to the State Library the printout or diskette. On this printout or diskette you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory printouts correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory printout corresponds to the category "Source of Property" on the Property Inventory Form. In this column, identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received; however, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the printout a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the biennial inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). It has also has been determined to helpful when conducting future inventories to indicate where in the MRC library the property is located (e.g., ILL Office). In the event property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's printout already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or

other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as the property is needed to accomplish the purpose of the project. This provision applies even if the project is not currently supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;
- to verify the existence, current utilization, and continued need for grant-funded materials; and
- to reconcile the property records against the audited expenditures for materials.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300 or more and a life expectancy of more than one year. This definition includes computer software, books, videocassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the printouts listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two printouts of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A printout by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a printout arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library the printout by contract number. On this printout you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.
- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory printouts correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the printout which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory printout corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the printout a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.

Specific Instructions (continued)

3. Number 3 means that the material is in good condition. It is in working condition and currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but not currently being used for any grant-related purposes; however, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the material is stored (e.g., not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Specific Instructions (continued)

Other Disposition-Briefly Describe. If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's printout already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

Policy on Disposition (continued)

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N, Property Management Standards is attached.

Appendix B
Attachment 9

Standard Form 269

Financial Status Report

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages

3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accural

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Refunds, rebates, etc.			
c. Program income used in accordance with the deduction alternative			
d. Net outlays (Line a, less the sum of lines b and c)			
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			
f. Other Federal awards authorized to be used to match this award			
g. Program income used in accordance with the matching or cost sharing alternative			
h. All other recipient outlays not shown on lines e,f, or g			
i. Total recipient share of net outlays (Sum of lines e,f,g, and h)			
j. Federal share of net outlays (line d less line i)			
k. Total unliquidated obligations			
l. Recipient's share of of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total federal share (sum of lines j and m)			
o. Total federal funds authorized for this funding period			
p. Unobligated balance of federal funds (Line o minus line n)			
Program income, consisting of: q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized (sum of lines q, r and s)			

11. Indirect Expense	a. Type of Rate (Place 'X' in appropriate box) ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.	
Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Offical	Date Report Submitted

Previous Editions not usable

Standard Form 269 (REV 4-88)

BEST COPY AVAILABLE

Attachment 10

MONITORING GUIDE: GENERAL POLICIES

The focus of onsite monitoring of a library system will be on performance. Specifically:

1. How effective is the system in setting and meeting its performance objectives?
2. How effective is the system program in meeting the needs of the membership?
3. How efficient is the system operation in carrying out the annual plan of service at a reasonable cost per unit of service?
4. How effective is the system in evaluating current services, and in planning for the changing needs of the membership?
5. How effective is the management of the system grant in such specific areas as accounting and auditing, property inventory, and contract oversight?

During the monitoring visits, the Texas State Library will meet with the following persons on an individual basis:

1. The Major Resource Center (MRC) director
2. The MRC assistant director, if that person is directly involved/and or charged with system responsibilities
3. The library's business manager or fiscal officer, if a fiscal review is regarded as necessary
4. The system coordinator
5. System Advisory Council members, whenever possible
6. Selected system member directors

Performance data will be derived from the system Standardized Report Forms and Local/System Objectives Forms which are submitted monthly to the State Library. Other source material will be annual and biennial system plans of service, biannual evaluation reports, and Financial Status Reports.

State Library staff will visit two or three system member libraries of various sizes and will discuss with the library directors their reactions to the services they have received.

A financial management review will be conducted if there have been problems with the fiscal management of grant funds.

Two weeks following the onsite interviews, the State Library staff will prepare a written report, which will be sent to the MRC director, the system coordinator and the system advisory council chair. The report will be available for others upon request.

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office distributes copies of all annual and long-range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program, and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, Library Services and Construction Act Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel are sponsored by the State Library to ensure that system coordinators and other system staff have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the project through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Texas State Library shares the LSCA Annual Program and Long Range Plan with institutions of higher education and public schools through the Governor's Office of Planning and Budget, which sends copies of both documents to the Texas Education Agency, the Coordinating Board of the Texas College and University System, and various other state agencies with educational responsibilities. Thus, these agencies are both informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf and Hearing Impaired, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several multitype cooperative projects, one of which involves the OCLC database. This database is the backbone of the TexNet interlibrary loan network, which is funded by the State Library and is open to public, special, and academic libraries. The State Library reimburses academic library for net loans made over OCLC to all types of Texas libraries. Funding is also provided to maintain the Texas Union List of Serials, which reflects the holdings of about 100 public, academic and special libraries. The Texas State Library supports and staffs a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long-range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audiovisual program consultation and training are available to all public, academic, and institutional libraries. Studies are proposed on incorporating new technologies and conducting pilot projects to enhance interlibrary loan activity and information networks among public, academic, and special libraries.

While support for Title III multitype cooperation projects is subject to the level of state and federal funds, recent examples include:

-- development and expansion of a machine-readable database of the holdings of public, school and academic libraries in the Amarillo area.

-- development of a central bibliographic database with on-line access at each participating library in Plano.

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson.

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston.

-- production of union lists of serials for libraries in the Abilene area, the Houston area, the San Antonio area, the Victoria area, the East Texas region, and the West Texas region.

-- initiation of a multitype library automation project with El Paso Community College District and El Paso Public Library.

-- resource sharing through a joint on-line automated library system for four libraries - Grayson County College, Denison Public Library, Austin College, and Sherman Public Library.

-- development of a union list of federal and state government serial publications held by the Texas State Library.

-- enhancement of the Harrington Library Consortium's automated network to improve access for patrons and staff of nineteen (19) public, school, and academic libraries in the Panhandle region.

-- conversion of bibliographic holdings of sixteen (16) school and public libraries to machine-readable form and creation of a union catalog on optical disk to facilitate resource sharing in Brazoria County.

-- production of a union catalog from the records of five (5) public and academic library members of the Association for Higher Education of North Texas.

-- creation of a union catalog on CD-ROM of the holdings of thirty-one (31) public, academic, school, and hospital libraries in the South Texas area.

-- creation of a union catalog on CD-ROM of the holdings of five (5) public and school libraries in the Brownfield area.

-- electronically linking the automated systems of the Plano Public Library System and of Collin County Community College, allowing patrons on-line access to the holdings and availability status of both collections.

-- enhancement of Abilene Library Consortium's automated network serving one major public library and three academic libraries through the addition of acquisitions, serials control, material booking, and report generation subsystems.

-- filming, indexing, and distribution on microfiche of approximately 20,000 pages of loose historical records held by seven (7) libraries and museums in the Lower Rio Grande Valley.

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

The State Library has legal authority "to aid and encourage the development of and cooperation among all types of libraries." Groups of professional librarians, including the Texas Library Association, have worked to designate the State Library as the planning agency for a statewide multitype library system. This status would not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

POLICIES AND PROCEDURES: ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan and the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Title I funds may be made available on a discretionary basis to fund projects involving automated resource sharing between two or more nearby public libraries, in accordance with the objectives stated in Automation and Resource Sharing Plan (Appendix A). If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the Annual Program under "Project Partners Guidelines."

Title I funds may also be made available on a discretionary basis to fund public library projects which develop library services to meet the special needs of and to encourage library use by disadvantaged persons.

To choose which of many service projects for disadvantaged populations to fund, the Library Services and Construction Act Advisory Council will score proposals on eleven components which the council and state library staff believe are key factors in successful services to disadvantaged populations. The total possible score is 100. The factors are:

Percentage of Population — Percentage the disadvantaged group is of the TOTAL population in the geographical area served by the library or branch library which will provide the services. (0-10 points)

Target Group Involvement	The applicant describes clearly the target group and describes the information and pleasure they seek and the language, format, style and location of services they desire; has verified that the target community wants the proposed new services (e.g., by doing a community survey or by involving individuals or community organizations in project planning, etc.) and provides documentation of community involvement in designing the proposed services. (0-15 points) or For Services to Persons over 65 in Resident Facilities or Community Centers: The applicant describes the need for proposed services; has verified that the custodians in the institution agree to and help plan the proposed services; and provides documentation that the custodians will cooperate.
Services	The applicant describes services, programs, activities, material to be purchased; shows how these meet the community's documented needs described above; and describes how new activities will be introduced into existing services and to existing staff. (0-15 points)
Objectives	The applicant defines objectives which are measurable; demonstrates how project objectives will help meet the objectives of the local library funding agency (and/or objectives of any other local agency involved in the project); and presents a reasonable method to collect data. (0-10 points)
Staffing	The applicant has already selected potential staff and volunteers for the grant project, or presents official job descriptions for hiring staff during the grant year who have these characteristics: they have status in the target community, speak the language of the community, demonstrate enthusiasm about working with the community, and possess the necessary skills to do the job; the applicant has made a plan and included expenses for training or sending to library school (if the governing agency has authority to do that) personnel who are members of the targeted group and lack necessary skills. (0-10 points)
Advertising	The applicant submits a plan for advertising the new services, activities, and materials; the plan uses a variety of techniques; and includes community lines of communication. (0-5 points)
Timetable	The applicant presents a timetable for project activities within the fiscal year, i.e., a list of actions with a date by which they will be accomplished; and provides verification that facilities will be available, equipment and materials delivered, staff hired and trained in time to carry out the activities as planned. (0-5 points)

Expenses Justified	The applicant fully explains the budget by describing how budget items will be used in providing services and quotes a source for the stated cost (e.g., city pay classification for staff, manufacturer's catalogs or city/county bid lists for equipment, dealer's estimated for materials); justifies large or extraordinary costs for capital equipment or leasing in terms of the situation, supplier, or prevailing conditions; the costs seem reasonable to achieve project objectives. (0-10 points)
Local Support	The applicant offers local support for the grant project (matching funds in cash or in-kind services); integrates local resources in the grant project, (e.g., assigns locally funded staff to the project); and submits a plan for generating local funds to continue the services after the grant funding ends. (0-10 points)
Evaluation	The applicant presents a method to evaluate the impact of the project on the library; on the community; and on any cooperating group. If the project proposes to educate individuals, the applicant describes educational outcomes and how they will be measured. (0-5 points)
Cooperation	The applicant planned the project with some other agency (another public agency, a volunteer organization, a community organization); negotiated an agreement on who would do what during this project; and submits the agreement. (0-5 points)

Administrative Policies Title I

(1) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(3) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the *Rules for Administering the Library Systems Act*.

(4) A factor in the determination of grant awards will be the performance of the applicant on past state-funded, Title I, and Title II grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

POLICIES AND PROCEDURES: ALLOCATION OF TITLE II FUNDS

As set forth in the *Texas Basic State Plan*, the Texas State Library will award grants for construction of public library facilities in years in which Library Services and Construction Act, Title II funds have been appropriated.

Preapplications for Title II grants will be rated according to a system which awards points based on four criteria. These criteria are:

A. Whether the proposed facility will serve an unserved or recently unserved county;

B. The type of construction project proposed;

C. The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and;

D. The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication submittal.

The rating system is as follows:

1. UNSERVED COUNTY - 10 points.

   The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 points maximum.

   To what extent does the combined gross square footage of existing library facilities (main, branches) meet the standard for space needs found in E.2., Space Needs, of the Guidelines? Points are assigned by using this formula:

$$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4. FUNDING AVAILABLE - 50 points maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication? Points are assigned by using this formula:

$$\text{Points} = \frac{\text{Percent of local funding available}}{2}$$

Staff recommendations to the State Library and Archives Commission for Title II funding will consist of the highest ranked preapplications, up to the total funds available. Applicants have the right to appeal staff recommendations.

Administrative Policies Title II

(1) Applicants must show a match at least equal to the amount of the grant they are requesting. Project costs may include in-kind contributions, if applicants can furnish adequate documentation for computing the cost in accordance with the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.* However, projects with a cash match will receive higher funding priority.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to 34 CFR 80 *(Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered program - LSCA Implementing Regulations).

(3) A Title II grant will not be awarded to libraries which evidenced poor performance on prior state-funded, Title I and Title II or Title III projects, as measured by timely and complete adherence to all fiscal and programmatic requirements.

(4) Established libraries submitting applications for funding must be qualified as members in the Texas Library System.

(5) Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries. This program is subject to the level of state and federal funding.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.

2. Foster and facilitate low cost communications between and among libraries and other information facilities within the state.

3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.

4. Plan and carry out programs to inform potential users of the services of the network.

5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

2. Provide startup funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation.

If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the Annual Program under "Interlibrary Cooperation Program Guidelines."

ADMINISTRATIVE POLICIES FOR TITLE III

(1) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(2) A factor in the determination of grant awards will be the performance of the applicant on past state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

(3) Public libraries participating in Title III projects must be qualified as members in the Texas Library System.